

Roll No. ....

## BBA-104(O)

### B. B. A. (First Semester) EXAMINATION, Dec., 2012

(Old Course)

Paper Fourth

#### INTRODUCTION TO COMPUTERS

*Time : Three Hours ]*

*[ Maximum Marks : 75*

**Note :** Attempt all the *five* questions. All questions carry equal marks.

1. Discuss computer architecture and explain the function of various units of computer system.

*Or*

Explain the history and generations of computer.

2. What do you mean by Programming Languages ? Explain the various types of programming languages.

*Or*

Differentiate between hardware and software. Explain various types of software.

3. Describe flowchart and algorithms by giving suitable example.

Or

- (i) Explain the basic features of Windows 2000 operating system.
  - (ii) How a file or folder can be renamed in Windows ?
4. Perform the following operation :
- (a) (i)  $101011 + 11011$   
(ii)  $110011 - 1011$
  - (b) Conversions :
    - (i) Convert decimal 156 to binary, hexadecimal and octal number system.
    - (ii) Convert binary 11001011 to hexadecimal and octal number system.

Or

Distinguish between the following :

- (i) Primary memory and Secondary memory
  - (ii) ROM and EPROM
  - (iii) Cache memory and Virtual memory
5. (a) Explain the features of MS-Excel.  
(b) Write down the features and applications of power point presentation.

Or

- (a) What do you understand by Operating System ? Explain.
- (b) Explain the concept of mail merge in MS-Office.