

B.B.A. Semester - 1 (CBCS) Examination
Oct/Nov. -2019 (OLD COURSE)
OFFICE AUTOMATION (CORE)

Time: 2:30 Hours

Marks: 70

Instructions:

1. All questions are compulsory.
 2. Figures to the right indicate marks.
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Que-1 Write answer of the following questions. (15)

- (1) Describe characteristics of Computer.
- (2) Describe types of digital Computer.
- (3) Describe Hard Disk.

OR

Que-1 Write answer of the following questions.

- (1) Describe Block Diagram of Computer.
- (2) Describe types of Memory.
- (3) Discuss Floppy Disk

Que-2 Write answer of the following questions. (10)

- (1) Describe Scanner, Micro phone
- (2) Describe LCD Monitor

OR

Que-2 Write answer of the following questions.

- (1) Describe Barcode Reader Touch Screen.
- (2) Describe Impact and Non Impact Printer.

Que-3 Write answer of the following questions. (10)

- (1) Explain Dialup and Lease Line Connection
- (2) Explain Internet Services

OR

Que-3 Write answer of the following questions.

- (1) Explain addressing of Internet.
- (2) Explain WWW, Web, Browser, FTP, E-Mail
