

B.B.A. Semester - 1 (CBCS) Examination
Feb/Mar. -2021 (OLD COURSE)
OFFICE AUTOMATION (CORE)

Time: 1:30 Hours**Marks: 35****Instructions:**

1. All questions are compulsory.
 2. Figures to the right indicate marks.
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Q.1 Answer the following questions. (10)

- (A) Write note on Floppy.
- (B) Explain RAM & ROM with detail.

OR

- (A) Explain characteristics of Computer.
- (B) Write note on CD & DVD.

Q.2 Answer the following questions. (10)

- (A) Write note on Computer Monitor.
- (B) Write note on types of PRINTERS.

OR

- (A) Write note on KEYBOARD.
- (B) Write note on Mouse.

Q.3 Write short notes. (any three) (15)

1. Services of internet.
2. Connection methods of internet.
3. IP ADDRESS.
4. Web Browsers.
5. Types of Computers.
