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BBA(I) — MGT/1/

SUB — II/11

2011

Time : 3 hours

Full Marks : 80

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

*Answer from **both** the Groups as directed.*

Group – A

(Objective Type Questions)

Answer all questions.

1. Write True or False of the following : $2 \times 10 = 20$
 - (a) UNIX is an Operating System.
 - (b) ROM is volatile memory.
 - (c) Charles Babbage is known as "Father Modern Computers".

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(Turn over)

(d) BASIC, COBOL, FORTRAN are examples of High Level Language.

(e) We can protect our document using "Formatting".

Choose the correct answer of the following :

(f) The utility used to increase the speed of program is called :

(i) Disk fragmentation

(ii) Disk Cleanup

(iii) Disk formatting

(iv) None of the above

(g) Correcting a text of a document is called :

(i) Formatting

(ii) Editing

(iii) Proofing

(iv) None of the above

(h) Which of the following is not an Operating System ?

(i) Ms-DOS

(ii) UNIX

- (iii) Ms-Windows
- (iv) Ms-Word
- (i) A device or medium that can accept data, hold them, and deliver them on demand at a later time is called :
 - (i) CPU
 - (ii) Memory
 - (iii) Bus
 - (iv) None of the above
- (j) Memory storage equal to 1024 bytes in a computer is :
 - (i) Kilobyte
 - (ii) Megabyte
 - (iii) Gigabyte
 - (iv) None of the above

Group – B

(Long-answer Type Questions)

Answer any **four** of the following : $15 \times 4 = 60$

2. What is a mouse ? Identify the five essential techniques for using a mouse.

3. Mention the basic functional unit of a computer.
4. How many types of referencing are there in EXCEL ? Explain them with example.
5. What do you mean by computer programming ? How many types of computer programming languages are there ?
6. What is the basic difference between memories and storage devices ?
7. What is networking ? Give the name of the essential hardware and software used for networking.
8. Explain the functions of an Operating System.
9. Write short notes on the following :
 - (a) Menu Bar
 - (b) Internet
 - (c) Recycle Bin
 - (d) Macro



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(4)

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