SEAT No._____

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[A-17 & A-18] **Sardar Patel University**

BBA (Hospitality Management) Examination (NC)

3rd Semester

TO1

UM03FBBH01 – Computer Application - I

24th November, 2017 (Friday)

Time: 2:00 P.M. to 4:00 P.M.   **Total Marks: 60**

Q-1	(A)	What is computer? Explain block diagram of computer.	[07]
	(B)	What is Operating System? Explain different types of operating system.	[08]

OR

Q-1	(A)	Define software and hardware. List the different types of software and explain any one of them.	[07]
	(B)	Write a detail note on computer classification based on size.	[08]

Q-2	(A)	Write a detail note on impact printers.	[07]
	(B)	List the various scanning devices and explain any two of them.	[08]

OR

Q-2	(A)	List various pointing devices and explain any two of them.	[07]
	(B)	Write a difference between Primary storage and Secondary storage. List secondary storage devices and explain any one of them.	[08]

Q-3	(A)	What is word processing? List the types of word processor and explain applications of word processor.	[08]
	(B)	Explain find and replace facility of MS Word.	[07]

OR

Q-3	(A)	Write a difference between DOS and Windows operating system.	[08]
	(B)	Write down steps for copy and move the document between folders.	[07]

Q-4	(A)	What is mail merge? Explain the steps for creating mail merge in MS Word.	[08]
	(B)	Explain Header and Footer facility MS Word in detail.	[07]

OR

Q-4	(A)	Explain word art and insert picture facility of MS Word.	[08]
	(B)	Explain Table creation facility of MS Word.	[07]

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