Bachelor of Business Administration- Semester I

BB0036/BBA105 – Computer Fundamentals– 2 Credits

(Book ID: B1501)

Assignment Set- 1 (30 Marks)

Note: Each question carries 10 Marks. Answer all the questions.

Q.1 Give a brief description on generations of computer. [10 Marks]

Q.2 a. Determine the decimal equivalent of the given number $(34.51)_8$

b. determine the decimal equivalent of the given number $(155)_{16}$

[10 Marks]

Q.3 write short notes on

a. magnetic disk

b. CD ROM [10 Marks]

Q.4 What are the differences between professional and home edition of windows XP [10 Marks]

Q.5 Explain all the steps in accessing user account [10 Marks]

Q.6 Brief the interface elements of windows 2007 interface [10 Marks]

All the best

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Assignment Set- 2 (30 Marks)

Note: Each question carries 10 Marks. Answer all the questions.

Q.1 a. what are the different table style options? Explain

b. list the step in creating and modifying styles in MS word 2007

[10 Marks]

Q.2 Elaborate the various steps in performing a Mail Merge [10 Marks]

Q.3 Define worksheet. What are the steps involved in creating, opening and saving a file? [10 Marks]

Q.4 write the steps for applying animations. Prepare a presentation of 5 slides in a creative for any topic in your semester (research methods/Business strategy/Financial accounting/marketing management/management information system) and apply animations and transitions on the slides and the images inside the slides. Submit the print copy of handouts. [10 Marks]

Q.5 Write the steps to apply templates. Create your own template and submit the print copy of handout. [10 Marks]

Q.6 Write the steps to use the Network setup wizard. Elaborate the optional subcomponents in the windows component wizard. [10 Marks]

All the best