MBI-161100010108 Seat No. _____

B.B.A. (Sem. I) Examination

November / December – 2016

Office Automation

(New Course)

Time : Hours] [Total Marks : **35**

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1 Answer the following questions : 10

(1) Explain the main components of computer using 'Block Diagram'.

(2) Explain storage devices with example.

OR

1 Answer the following questions : 10

(1) Define the term 'Hardware' in computers terminology with example.

(2) Explain Intrnal Memory.

2 What is an output device ? Explain with examples. 10

OR

2 Write characteristics of scanner and touch screen.

3 Write short notes : (any three) 15

(1) Electronic Mail

(2) Internet connection method

(3) Web Browser

(4) FTP

(5) Internet Telephony.