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BBA SEM 1 SUB: OFFICE AUTOMATION

PRELIMS PAPER – 22
MARKS – 35

1. Answer the following questions. [10]

- (1) Explain the types of computer and describe Digital computer in details.
- (2) What is Computer? Explain with all the Generations of computer.

OR

- (1) Explain Primary Memories in detail.
- (2) Explain the function of various component of the computer using block diagram.

2. What is an output device? Explain with example printers in detail. [10]

OR

2. Listing input device used with computer. Explain all types of scanner in detail.

3. Write notes: (any five) [15]

- (1) Characteristic of computer
- (2) Web Browser & WWW
- (3) Electronic mail
- (4) Domain Name System & FTP
- (5) Voice & Video conferencing.
- (6) IP Address
- (7) Internet connection method
- (8) Write a note on VDU
- (9) Hard Disk & Flash Drive
- (10) Explain Optical Disks.