

BACHELOR OF BUSINESS ADMINISTRATION
First Semester
Computer Fundamental and Tally
(BBA - 05)

Duration: 3Hrs.

Full Marks: 70

Part-A (Objective) =20
Part-B (Descriptive)=50

(PART-B: Descriptive)

Duration: 2 hrs. 40 mins.

Marks: 50

1. Answer the following questions: (any five)

2×5 = 10

a) Convert the followings from binary to decimal:

11011.11

b) Convert the followings from octal to binary:

2571

c) Give the syntax of the following excel functions:

(i) If() (ii) sumif()

d) Convert the followings from decimal to binary:

963.875

e) Convert the followings from hexadecimal to binary:

9AF03

f) Mention the name of the first computing machine. Who is the father of modern computer?

g) What is contra voucher?

2. Answer the following questions: (any five)

3×5 = 15

- a) Discuss the relative and absolute cell addressing.
- b) What is workbook and worksheet? How many total number of worksheets are present in a single workbook? What is the address of the first cell of a worksheet?
- c) Explain any six characteristics of computer.
- d) Write a short note on history of computers.
- e) Classify computer memory and explain each type.
- f) List out three input devices and three output devices.
- g) Write short note on Reversing Journal.

3. Answer the following questions: (any five)

5×5 = 25

- a) Explain the areas in which computers are being applied to carry out specialized tasks.
- b) Draw the block diagram of a computer system and explain the functions of every unit.
- c) How many computer generations are available? Explain every generation featuring the major technology used in.
- d) Broadly classify computer software. Explain every type of software with an specific example.
- e) What is spreadsheet software? Give examples. State different components of an excel worksheet.
- f) Differentiate between primary and secondary memory.
- g) Briefly explain the salient features of Tally.ERP 9.

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(The figures in the margin indicate full marks for the questions)

Duration: 20 minutes

Marks – 20

PART A- Objective Type

Choose the correct answer:

1×20 = 20

1. Second-generation computers were manufactured using which technology?
(a) Vacuum tubes (b) Transistors (c) ICs (d) None of these
2. Time sharing operating system were used in which generation of computers?
(a) First (b) Second (c) Third (d) Forth
3. The brain of the computer is the
(a) CU (b) ALU (c) CPU (d) All of these
4. 1 nanosecond= _____ seconds.
(a) 1×10^{-12} (b) 1×10^{12} (c) 1×10^9 (d) 1×10^{-9}
5. Which of the following is an input device:
(a) LCD monitor (b) Plasma monitor (c) Inkjet printer (d) Scanner
6. Which of the following symbols is not used in hexadecimal number systems:
(a) A (b) H (c) E (d) F
7. Base of octal number system is:
(a) 2 (b) 10 (c) 8 (d) 16
8. In EEPROM, which of the following technology is used to erase the contents:
(a) Ultraviolet rays (b) Electrically (c) Sunlight (d) None of these

9. Choose the odd one out

- (a) Compiler (b) Assembler (c) Interpreter (d) Loader

10. Which of the following is a utility software:

- (a) Word Processor (b) Anti-virus (c) Desktop publishing tool (d) Compiler

11. Window Vista, Linux and UNIX are examples of

- (a) Operating system (b) Computer hardware (c) firmware (d) Device Driver

12. Which of the following is an excellent analytical tool:

- (a) Microsoft Word (b) Microsoft Excel
(c) Microsoft Access (d) Microsoft Power Point

13. Adobe Photoshop is an example of _____ software.

- (a) graphics (b) spreadsheet (c) personal assistance (d) Entertainment

14. The total number of rows in a single worksheets are:

- (a) 26000 (b) 400 (c) 65536 (d) None of these

15. The total number of columns in a single worksheets are:

- (a) 20 (b) 21 (c) 22 (d) None of these

16. What is the extension of a workbook file?

- (a).doc (b) .exl (c).pdf (d) none of these

17. Oracle is an example of _____ software.

- (a)Graphics (b)Education (c) Entertainment (d) Database

18. RAM is a _____ memory.

- (a) volatile (b) Non volatile (c) External (d) None of these

19. joystick is an example of _____ device.

- (a) input (b) output (c) memory (d) None of these

20. There are.....predefined groups in Tally.ERP 9

- (a)27 (b) 28 (c) 29 (d) 30
