

Dr. Babasaheb Ambedkar Open University
Term End Examination July– 2026

Course : BBA/DBA
Subject Code : BBA-203(NEW)/DBA-203
Subject Name : Computer Application

Date : 14-07-2026
Time : 03:00pm to 05:15pm
Duration : 02.15 Hours
Max. Marks : 70

Section A

Answer the following (Attempt any three) (30)

1. Discuss various Generations of Computer in detail.
2. List out and define functions of an Operating System.
3. Explain Disk and File Management Operations in detail.
4. Explain features of Microsoft PowerPoint.
5. Discuss about Database and Relational Database.

Section B

Answer the following (Attempt any four) (20)

1. Define Impact and Non-impact printers in brief.
2. List out and define types of Operating System in brief.
3. List out Utility Programs and explain in brief.
4. Define Linux Command line Structure in brief.
5. Define formulas to perform Calculations in MS Excel.
6. Define Absolute versus Static References in brief.

Section C

Part – A (Multiple Choice Questions) (10)

- The Second generation of computers consists of
 - Vacuum Tubes
 - Diodes
 - VLSI Microprocessor
 - Transistors
- To save a new Microsoft PowerPoint presentation online:
 - Select File > Save and tile your presentation
 - Select Ctrl+S (PC) or Command+S (Mac)
 - Click to edit presentation and rename
 - None of these
- The most suitable input device for creating a short report would be a :
 - Mouse
 - Scanner
 - Keyboard
 - Joystick
- In order to create a digital image from a paper photograph you would first need to input it using a :
 - Scanner
 - Joystick
 - Digital Camera
 - Touch Screen
- Magnetic Ink Character Recognition is often used on :
 - Receipts
 - Photographs
 - Cheques
 - Barcodes

- 6 A system that supports multiple processes per user is called a
A Multi-user system B Multi-programming system
C Multi-tasking system D None of these
- 7 _____ Operating system allows a computer to work independently as well as provides a means for sharing resources (e.g. files, printers, etc.) to other computers connected to it.
A Real-time operating system B Symmetric operating system
C Local area network D Network operating system
- 8 What is the interconnection of a column and row on a worksheet called?
A Column B Value
C Address D Cell
- 9 A feature that displays only the data in column(s) according to specified criteria
A Formula B Sorting
C Filtering D Pivot
- 10 Function in MS Excel must begin with
A An () sign B An equal sign
C A Plus Sign D A > Sign

Part – B (Do as Directed)

(10)

State whether the following statements are true or false

- 1 Mixed cell references are a combination of relative and absolute.
2 Parentheses in operations can't be nested inside each other.
3 Excel charts are volatile and will change as often as the source data is changed.
4 Data is another word for information.
5 DVD's are used mainly for storing movies.
6 Back up files are usually created on hard disks.
7 The smallest unit of data is a bit.
8 ROM is volatile memory.
9 An Excel worksheet consists of one or more workbook.
10 Formulas typically reference values stored in other cells.
