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

November / December – 2016

105 : Office Automation

(Old Course)

Faculty Code : 010

Subject Code : 001105

Time : $1\frac{1}{2}$ Hours]   [Total Marks : **35**

1. Answer the following Questions   (10)
   (1). What is input device? Explain with examples.
   (2). What is auxiliary storage? Explain with examples.

OR

Answer the following Questions
   (1). What is output device? Explain with examples.

   (2). Define the term Hardware in computer terminology with examples.

2. Answer the following Questions   (10)
   (1). Write down the steps to set wallpaper of your choice on desktop.
   (2). Write down steps to set mouse property for left handed person.

OR

Answer the following Questions
   (1). What is desktop shortcut? Write down the steps to create desktop shortcut for ms-paint.
   (2). What do you mean by the term 'icon'? List various desktop icons in Windows-98.

3. Write short notes **(any three)**   (15)
   (1). Windows accessory
   (2). Windows explorer.
   (3). Drive property dialog box.
   (4). Recycle bin
   (5). My Computer