



**HDK-010-001105**

Seat No. \_\_\_\_\_

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

November / December – 2017

**105 - Office Automation**

*(Old Course)*

**Faculty Code : 010**

**Subject Code : 001105**

Time :  $1\frac{1}{2}$  Hours]

[Total Marks : 35

- 1** Answer the following : (any **two**) **10**
- (1) What are the Input devices are there in Computer?
  - (2) What are the full form of PROM, EPROM, EEPROM?
  - (3) Name the various Output devices of Computer.
  - (4) What is unit name of storage in computer? Give various name of storage devices.
- 2** Answer the following in brief : (any **two**) **10**
- (1) Write technological names of computer's Operating System.
  - (2) Explain the any two accessories of windows 98 in detail.
  - (3) Explain default desktop icons of windows 98 of the computer.
  - (4) Name the options of Taskbar of windows 98.
- 3** Write 'short notes on : (any **three**) **15**
- (1) File Properties of windows 98.
  - (2) Start Menu with sub options of windows 98.
  - (3) Steps for short cut to File/Folder on desktop of windows 98.
  - (4) Task of Control panel.
  - (5) Task of My Computer.
  - (6) Write the Steps for Add program icons in start menu option.