



**JAS-010-001105**

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

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

**December - 2019**

**105 : Information Technology & 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) Explain auxiliary storage.
- (2) What is input device? Explain any two.

**OR**

1 Answer the following questions : 10

- (1) Explain taskbar properties.
- (2) Explain any two windows 98 accessories.

2 Explain control panel in detail. 10

**OR**

2 Explain windows dialogue box in detail. 10

3 Write short notes : (Any Three) 15

- (1) File properties.
- (2) Start menu properties
- (3) Recycle bin.
- (4) Windows 98 explorer.
- (5) Printing of files.