**JAR-19BBA108**     Seat No. _____

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

## December - 2019

## Office Automation

### (New Course)

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

**1**   Answer the following questions :     **10**
  (i)   Explain Types of Computers
  (ii)  Explain all types of storage devices.

**OR**

**1**   Answer the following questions :     **10**
  (i)   Define the term computer. Explain it with block diagram.
  (ii)  Explain all types of Computer's memory.

**2**   Explain in detail about impact printer and non-impact printer.     **10**

**OR**

**2**   Define the terms FTP, WWW, DNS     **10**

**3**   Write short notes : (Any **Three**)     **15**
  (i)   Internet overview
  (ii)  Internet services.
  (iii) E-Mail
  (iv)  Characteristics of Computer
  (v)   Types of Monitors (VDU)