



BA-19BBA108

Seat No. _____

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

March - 2021

Office Automation

Time : **1.30** Hours]

[Total Marks : **35**

Instructions : (1) All questions carry equal marks.
(2) Attempt any Three questions.

- 1 (A) Discuss types of digital computers.
(B) Describe characteristics of computer.
 - 2 (A) Explain Hard Disk
(B) Discuss types of primary memory.
 - 3 What is input device ? List all input devices. Explain any two.
 - 4 What is output device ? List all output devices. Explain soft copy output devices.
 - 5 Write short notes:
(A) WWW
(B) IP Addressing
 - 6 Write short notes:
(A) E-mail
(B) Internet connection method.
-