BBE-010-001105   Seat No. _____

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

July - 2021

Office Automation : Paper - 105

(Information Technology & Office Automation) (Old Course)

Faculty Code : 010

Subject Code : 001105

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

1   Discuss in detail about output devices with example.   **10**

OR

1   Discuss in detail about backup storage devices.

2   Give detailed idea about Windows-98 desktop.   **10**

OR

2   Explain the following :
   (a)   Word pad
   (b)   Paint.

3   Write any three short notes :   **15**
   (1)   Recyclebin
   (2)   Screen saver
   (3)   Creation of files and folders
   (4)   Textbox
   (5)   Renaming a file or folder.

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