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

March - 2022

105 : Office Automation

Faculty Code : 010

Subject Code : 001105

Time : Hours]   [Total Marks : **50**

1   Explain input device with detail.   **10**

OR

1   Explain output device with detail.   **10**

2   Explain Taskbar properties with detail.   **10**

OR

2   Explain sound recorder, CD player and system tools with detail. **10**

3   Explain the management utility with detail.   **10**

OR

3   What is computer ? Explain control panel with detail.   **10**

4   Explain dialog box with detail.   **10**

OR

4   What is file property ? Explain file property with detail.   **10**

5   Explain file and folder with example.   **10**

OR

5   What is storage ? Explain auxiliary and backing with detail.   **10**