

  
**BACHELOR OF BUSINESS ADMINISTRATION**  
**First Semester**  
**COMPUTER FUNDAMENTAL & TALLY**  
**(BBA - 105)**

**Duration: 3Hrs.**

**Full Marks: 70**

Part-A (Objective) =20  
Part-B (Descriptive) =50

**(PART-B: Descriptive)**

**Duration: 2 hrs. 40 mins.**

**Marks: 50**

**Answer any four from Question no. 2 to 9**  
**Question no. 1 is compulsory.**

1. Define the different advantages of Micro-Soft Office Packages in Business Administration and how you differentiate MS-Word and MS-Power Point.  
(5+5=10)
2. A. Define Decimal Number System and Hexadecimal Number System with suitable example.  
B. Mention the steps to convert a Decimal Number to Hexadecimal Number.  
C. How can you explain the Radix in Number System?  
(4+3+3=10)
3. A. What is the basic requirement to run the Tally Software Application?  
B. What do you understand by Voucher in Tally software Applications?  
C. Make a clear difference between DMA and RAM of Computer Hardware.  
(3+3+4=10)
4. A. Make clear differences between Decimal Number System and Octal Number System.  
B. Define the use of Byte and Bit terminology in Data representations.  
(5+5=10)



5. A. Make clear differences between Application Software and System Software.  
B. What do you understand by Spread Sheet Calculation Software?  
(5+5=10)
6. A. Describe the different contents available in Application Window of Application Software.  
B. Mention five general short cut keys with supporting menu functions applicable in Computer.  
(5+5=10)
7. A. What do you understand by the term Input Device and describe also different available input devices?  
B. Define Output Devices with suitable different output devices list with functions.  
(5+5=10)
8. A. Describe the Computer based Financial Accounting Packages.  
B. What are the advantages of Computer based Financial Accounting Packages?  
(5+5=10)
9. A. What do you understand by Computer?  
B. What are the different types of Computers available for business Applications?  
(5+5=10)

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**Duration: 20 minutes**

**Marks – 20**

**(PART A - Objective Type)**

**I. Choose the correct answer:**

**1×20=20**

1. IP is computer abbreviation generally known as
  - a. Information Practice
  - b. Information Programming
  - c. transmission Protocol
  - d. None of above
2. HTTP is generally known as
  - a. Hyper Text Transfer Protocol
  - b. High Text Transfer Protocol
  - c. Hyper Text Transecting Protocol
  - d. None of above
3. When data converted to information and the information holds?
  - a. Report
  - b. Record
  - c. Field
  - d. None of above
4. Octal Number is having the base with
  - a. 3
  - b. 4
  - c. 2
  - d. None of above
5. 'jpeg' extension refers usually to what kind of file
  - a. Image file
  - b. Animation/movie file
  - c. Audio file
  - d. None of above
6. 'psd' extension refers usually to what kind of file?
  - a. Word Perfect Document file
  - b. Adobe Photoshop
  - c. Animation/movie file
  - d. None of above
7. Hexadecimal numbers can be formatted with A-F letters
  - a. Yes
  - b. No
  - c. Data
  - d. None of above
8. MS-Paint is
  - a. Spread Sheet
  - b. Financial Package
  - c. Wide Area Network
  - d. None of above
9. MS-Excel is
  - a. Spread Sheet
  - b. Financial Package
  - c. Universal Resource Indicator
  - d. None of above
10. MS-Windows is
  - a. Spread Sheet
  - b. Financial Package
  - c. Local Area Network
  - d. None of above

