

**M.B.A. 2 Year 1st Semester (CBCS)**  
**2019-20 New Scheme**  
**Examination, November-2023**  
**COMPUTER FUNDAMENTALS AND OFFICE**  
**AUTOMATION TOOLS**  
**Paper-19IMG21C6**

*Time allowed : 3 hours]*

*[Maximum marks : 50*

**Note:** *All questions of Section 'A' are compulsory. Attempt any four questions from Section 'B' selecting at least one question from each unit. All questions carry equal marks.*

**Section-A**

1. Write short note on:
  - (i) Block diagram of Computer
  - (ii) Define Database Management.
  - (iii) Packet transmission
  - (iv) Page formatting
  - (v) Generation of computer language

**Section-B**

**Unit-I**

2. Classify computers on the basis of their technology. What are the major strengths and weaknesses of computer?

3. Define the terms hardware and software with examples. What is the function of bus in CPU?

### Unit-II

4. Discuss the various modes of data transmission. What is the difference between serial and parallel transmission?
5. What are the applications of internet in business? Explain the advantages and disadvantages of internet.

### Unit-III

6. Explain the advantages of a word processor over typewriters. What is meant by text alignment? In how many ways can you align your text?
7. (a) Explain various types of charts available in MS-Excel.
- (b) Which types of files can be imported and exported from MS-Excel?

### Unit-IV

8. Describe various views available in Power Point. What is manipulating and enhancing in PowerPoint?
9. Write note on:
- (a) Schema and subschema
  - (b) Animations and Sounds
  - (c) Word Art
  - (d) Organizational Charts