

IM.B.A. (PHM) (Rep) Sem.-3 Examination

PHM-BBA - CF

CF

Time : 2-30 Hours]

November-2025

[Max. Marks : 70

- Instructions :** (1) This paper contains FIVE questions.
 (2) All questions are compulsory.
 (3) Question No.2, 3, 4 have internal options.
 (4) Figures in the right side in parenthesis indicate marks.

- Q:1** Explain the meaning of computer and operating systems along with types of computers. (14)
- Q:2** (A) Explain various types of output devices. (07)
 (B) Write a short note on windows explorer and desktop. (07)
- OR**
- Q:2** (A) Explain various types of input devices. (07)
 (B) Write a note on control panel. (07)
- Q:3** (A) Write a note on conditional formatting in MS Excel. (07)
 (B) Write a note on custom animation in MS Powerpoint. (07)
- OR** (07)
- Q:3** (A) Explain the meaning of chart and its types in MS Excel. (07)
 (B) Explain the various viewing options available in MS Powerpoint. (07)
- Q:4** (A) Write a note on formatting in MS Word. (07)
 (B) Explain the meaning of header and footer and its usefulness in MS Word. (07)
- OR**
- Q:4** (A) Explain the meaning of page-break and its types. (07)
 (B) Write a note on mail merge feature in MS Word. (07)
- Q:5** Write a detailed note on following: (14)
 1. MS Word
 2. MS Powerpoint

