

TILAK MAHARASHTRA VIDYAPEETH, PUNE
MASTER OF BUSINESS ADMINISTRATION (M.B.A.)
EXAMINATION: MAY/JUNE- 2024
SEMESTER - I

Sub.: Basics of Computer & Information Technology (MBA106)

Date : 06/06/2024

Total Marks : 60

Time: 2.00pm to 4.30pm

- Instructions:** 1) All questions are compulsory.
2) Figures to the right indicate full marks.
-

- Q. 1. Write Short notes on (Any Three) (15)**
1. Characteristics of computers.
 2. Application software.
 3. Secondary Memory.
 4. Multimedia
 5. Windows shell.
- Q. 2. Answer in detail (Any One) (10)**
1. What are the features of MS Word?
 2. Explain the types of Booting.
- Q. 3. Answer in detail (Any One) (10)**
1. What are the functions of operating system.
 2. Explain features of Microsoft Excel.
- Q. 4. Answer in detail (Any One) (10)**
1. What are the generations of computers?
 2. Explain the features of Microsoft PowerPoint.
- Q. 5. Case study (15)**
- The main purpose of a computer is its “storability” i.e. its ability to store information. The information is stored in a file. A file is defined as an organized collection of related records. A record contains organized data about a single object and the data is contained in fields which are of a defined type. Files are created by the user who gives names to those files. When a program is executed, data of the program is lost after the completion of its execution. Therefore, files serve the purpose of storing data permanently. Files can be divided into two main categories: Program Files: These files are created by the programmer to run various applications. Data Files: These are files which are created while running an application. They contain only text and numbers. The simplest form of a data file is an unformatted file which contains only text and numbers. The formatting instructions are specific to the programs with which the user creates the file. These files are known as “formatted files”. Following are the rules for naming a particular file : 1. The filename consists of two parts: the filename and the extension. 2. The extension is optional and has a length of up to three characters. 3. The filename has a length of maximum eight characters and usually starts with an alphabet. The extensions are used to specify the type of file.
- Question**
- 1) What is file?
 - 2) Describe program files
 - 3) What do you mean by data files?