



UNIVERSITY OF PETROLEUM AND ENERGY STUDIES
End Semester Examination, December 2021

Course: Business Computing
Program: BBA (All Branches)
Course Code: DSIT 1001

Semester : 1
Duration : 03 hrs.
Max. Marks: 100

Instructions:

1. All questions are compulsory.
2. The questions consists of 20 questions divided into three sections Section A, B, C and D.
3. Section A contains 10 questions of 2 marks each. Section B contains 4 questions of 5 marks each. Section C contains 3 questions of 10 marks each. Section D contains 2 questions of 15 marks each.

SECTION A

(10Qx 2M = 20 Marks)

		Marks	COs
Q 1	Differentiate between System Software and Application Software.	2	CO1
Q 2	Write five basic functions of Operating System.	2	CO2
Q 3	Define Networking.	2	CO3
Q 4	Fill in the blanks : a) Shortcut key in windows to perform cut operations. b) In Window Operating System the is the main screen area that one sees after he turn on a computer and log on to windows.	2	CO3
Q 5	Discuss the workspace normal view in MS PowerPoint.	2	CO2
Q 6	Discuss any two financial functions in Excel using syntax and examples.	2	CO4
Q 7	How to add footnote and endnote in a MS word?	2	CO2
Q 8	What is MS word? Discuss two purpose of the MS Word.	2	CO2
Q 9	a) The Decimal equivalent of the Binary number 1010011 is..... b) The Binary equivalent of the Binary number 325 is.....	2	CO2
Q 10	Discuss the live preview feature of MS office.	2	CO2

SECTION B

(4Qx5M = 20 Marks)

Q 1	Differentiate between: a) Data and Information b) Primary and Secondary Memory c) File and Directory in Windows Operating System	5	CO1
Q 2	Convert the following : 10.15.12.20 into Binary Value 235.245.215.248 into Binary value 01101010000001010000010100010000 to Decimal	5	CO4
Q 3	Discuss whether the use of third party analytics creates opportunities to leak personal information.	5	CO4
Q 4	Differentiate the shutdown and sleep mode of the operating system?	5	CO2

SECTION-C			
(3Qx 10M= 40 Marks)			
Q 1	Draw the block diagram of computer system and explain its various components.	10	CO1
Q 2	a) Define SPSS/Tally. b) Write features of SPSS/Tally OR a) Illustrate the syntax and use of AVERAGE, MAX, MIN and count functions for a data of numbers in cells ranging from A1 to E10 in excel sheet. b) “Operating System act as a manager of various resources of a computer system”. Discuss.	10 10 (5+5)	CO4
Q 3	a) Discuss various types of computers according to its purpose. b) Define Computer Organization.	10 (8+2)	CO4

SECTION-D			
(2Qx 15M= 20 Marks)			
Q 1	For each of the wireless network classifications: WAN, MAN, LAN and PAN, indicate: a) Meaning of the acronym. b) Typical operational distances. c) Typical speed. d) Example of a standard. OR a) Define IP address with example. b) Discuss different type of Topology in Networks	15	CO3
Q 2	a) Write difference between algorithm and flowchart. b) Write an algorithm and flowchart to find the sum of numbers from 1 to ‘n’.	15 (5+10)	CO1