# ANDHRA UNIVERSITY

All Official letters, packages etc, should be addressed to the Registrar by designation and not by name.

No. L I (1)/U.G. Courses/BBA/MQP/2021

Visakhapatnam,
Dt: 21-06-2021

From: **THE REGISTRAR**

To

Dr. M.V. Sai Deva Mani,
Chairperson, Board of Studies in BBA (U.G.),
Satya Degree College & P.G.,
Opp. R.T.C. Complex,
Vizianagaram.

Sir,

Sub:    Approval of Model Question Papers – Reg.

Ref:    Email dated 31-05-2021 along with Model Question Papers.

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With reference to the above, I am by direction to inform that the Revised Choice Based Credit System, U.G. Courses (w.e.f. 2020-2021) BBA First Semester, Basic Computer Application Model Question Papers has been approved.

Hence, I request to arrange to circulate the same among the Teaching Staff and Students concerned and placed in A.U. website.

Yours faithfully,

M. Hema Naik

(M. HEMA NAIK)
DEPUTY REGISTRAR (ACADEMIC)

Copies to:
1. The Dean of Academic Affairs, A.U., VSP.
2. The Dean, U.G. & P.G, Professional Courses, A.U., Vsp.
3. The Dean, CDC, A.U., Vsp.
4. The Dean, Confidential, A.U., Vsp.
5. All Principals, A.U. Affiliated Colleges Offered in U.G. courses.
6. The Controller of Examinations, A.U., Vsp.
7. The Superintendent S.I Section for taking necessary further action.
8. The Secretary to V.C., Rector Table, P.A. to Registrar, A.U., Vsp.
9. The Director, Computer Centre, A.U., Vsp.
10. O.C. & O.O.F.

# B.C.A & I.P Model paper for BBA

**Principal satya college**

Mon, May 31, 11:43
AM (2 days ago)

to me

**2 Attachments**

Model Question Paper
**BBA – First Semester**
**Basic Computer Applications**

Max. Marks: 50

Time: 1:1/2 hrs

**Section -A**

Answer any **four questions**. Each answer carries **5 marks**

4x5=20

1. What are the characteristics of computer? Explain briefly?

2. What is operating System? Explain functions of operating system?

3. How can you replace multiple wrong with correct ones at a time in MS Word?

4. Write down the keyboard shortcuts for the following functions:-
a) Making fonts bold:
b) Making fonts underlines:
c) Making fonts italic:
d) Increasing font size:

5. What are the memory types explain briefly?

6. What is the procedure of inserting Symbols in an MS Word document?

7. What is a function in Ms Excel? What function is used for counting the number? Explain about max, min and average give examples?

8. How can you insert dates into the footer in the power point presentation? Explain about macro?

**Section- B**

Answer any **three questions**.

3x10 = 30

1. What are the generations of computer and explain?

2. Write steps of mail merge wizard?

3. Explain about relative address and absolute address? Give examples?

4. What is pivot table? Explain with example?

5. What are the memory types and explain?

Dr.M.V.SAI DEVA MANI
CHAIRPERSON - BOS for BBA
ANDHRA UNIVERSITY
VISAKHAPATNAM-530 003