
 SGVU SURESH GYAN VIHAR UNIVERSITY DIRECTORATE OF DISTANCE EDUCATION	INTERNAL ASSIGNMENT - 1
Course: BBA	INTRODUCTION TO COMPUTERS
Semester: I	
Specialization: NA Total Marks- 15	

Q.1. Write answers for any two questions from below. (5 marks each – Word limit – 500)

- A. List various types of Storage devices. Discuss their advantages and disadvantages**
- B. Draw diagram and describe the units of a Basic Computer.**
- C. List various types of Printers. Discuss their advantages and disadvantages.**

Q.2. Write short notes on all of the following topics (1 mark each – Word limit – 100)

- A. IP address**
- B. Hot Spot**
- C. Social media**
- D. Table insertion**
- E. Encryption**

 SGVU SURESH GYAN VIHAR UNIVERSITY DIRECTORATE OF DISTANCE EDUCATION	INTERNAL ASSIGNMENT - 2
Course: BBA	INTRODUCTION TO COMPUTERS
Semester: I	
Specialization: NA Total Marks- 15	

Q.1. Write answers for any two questions from below. (5 marks each – Word limit – 500)

- A. What are various data analysis functions in MS Execl. Explain them.**
- B. What are various types of Network topology? Discuss their merits and de -merit's?**
- C. Explain Mail merges utility in MS word.**

Q.2. Write short notes on all of the following topics (1 mark each – Word limit – 100)

- A. Online storage**
- B. Offline storage**
- C. Fiber Optic**
- D. Ethernet**
- E. UTP**