Bharati Vidyapeeth
(Deemed to be University), Pune

School of Distance Education

Assignment No.	1	Name of the Assignment Setter:		Prof. Manisha Shinde	
Course:	BBA CBCS 2018	**Class:**	**BBA**	**Semester:**	**III**

Subject:	**Computer Applications for Business**

Q.1) Attempt **ANY ONE** of the Following (**1000 Words**) (10)

   a) What is Computer? Explain different input and output devices.

   b) What is operating system? What are types and functions of operating system?

Q.2) Attempt **ANY TWO** of the Following (**800 Words**) (12)

   a) Create quotation for new computer system and mail it to 10 contacts using mail merge?

   b) Explain file organisation system in computer system?

   c) What is E-commerce? Explain Evolution and role of E-Commerce.

   d) Design MS PowerPoint presentation for Topic 'Internet and Search Engines'.

Q.3) Write Short Notes on (**ANY TWO**) (08)

   a) Files and Records

   b) Data Processing

   c) Free and Open Source Software

   d) e-Governance

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