

(4)

Q.3 What are different versions of DOS? Explain any two internal DOS Command with example.

**OR**

Explain various features of Windows operating system.

Q.4 Write step to insert table in MS-Word. Explain how rows and columns are split, insert and delete in table.

**OR**

What is animation? Explain how slides & objects are animated in MS-Power Point.

Q.5 Explain following functions in MS-Excel

- i) Text function
- ii) Logical function

**OR**

What are the different types of graph & chart in MS-Excel? Explain.

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Roll No.....

Total No. of Sections : 03

Total No. of Printed Pages : 04

**Annual Online Examination 2020**

**B.Com. Part - I**

**COMPUTER APPLICATION**

**Paper - I**

**COMPUTER FUNDAMENTALS & OFFICE**

**AUTOMATION**

Max.Marks : 50

Time : 3 Hrs.

Min.Marks : 17

**Note : Section 'A', containing 10 very short-answer-type questions, is compulsory. Section 'B' consists of short answer type questions and Section 'C' consists of long answer type questions. Section 'A' has to be solved first.**

**Section - 'A'**

**Answer the following very short-answer-type questions in one or two sentences : (1 × 10 = 10)**

- Q.1 What is hardware?
- Q.2 What is compiler?
- Q.3 What is BIOS?
- Q.4 What is the use of task bar?
- Q.5 Explain DATE command in DOS.
- Q.6 What is the extension of MS Power Point?

**P.T.O.**

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- Q.7 What is templates?  
Q.8 What is macro in MS-Word?  
Q.9 Write down use of freeze option in excel.  
Q.10 What is cell-addressing in MS-Excel?

**Section - 'B'**

**Answer the following short-answer-type questions with word limit 150-200 : (3 5=15)**

- Q.1 Explain the computer system limitations.

**OR**

Differentiate between computer hardware and computer software.

- Q.2 Explain Application Software with 2 examples.

**OR**

Differentiate between program and packages.

- Q.3 Explain following three DOS commands with example

- (i) TREE  
(ii) DISK COPY  
(iii) DOSKEY

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**OR**

What is desktop ? Explain the uses of start menu in Windows.

- Q.4 Explain the working with header and footer in MS-Word.

**OR**

How is background selected and design applied in MS-Power Point.

- Q.5 Write down the steps to password protection to Worksheet/ Spreadsheet in MS-Excel.

**OR**

What are the types of page layout? Write the steps for setting page layout in MS-Excel.

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**Section - 'C'**

**Answer the following long-answer-type questions with word limit 300-350 : (5 5=25)**

- Q.1 Explain the block diagram of computer system in detail.

**OR**

Differentiate between micro, mini and mainframe computer.

- Q.2 Explain Assemblers, Compiler & Interpreter in brief.

**OR**

Differentiate between application software and system software.

**P.T.O.**