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Roll No.....

Total No. of Sections : 03

Total No. of Printed Pages : 04

Q.5 Explain following functions in MS-Excel

- i) Text function
- ii) Logical function

OR

Write note on :

- i) Pivot table
- ii) Goal Seek

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Annual Examination - 2019

B.Com. Part - I

COMPUTER APPLICATION

Paper - I

COMPUTER FUNDAMENTALS & OFFICE
AUTOMATION

Max.Marks : 50

Time : 3 Hrs.

Min.Marks : 20

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 data?
- Q.3 What is BIOS?
- Q.4 What is Unix?
- Q.5 Explain DATE command in DOS.
- Q.6 What is MS-Paint.

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- Q.7 What is templates?
Q.8 What is the difference between save & save as command in MS-Word?
Q.9 Write down use of freeze option in excel.
Q.10 What is format of cell?

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 Analog and Digital Computer.

- Q.2 Explain Application Software with 2 examples.

OR

Write Short note on Unix operating system.

- Q.3 Explain following three DOS commands with example
(i) TREE
(ii) DISK COPY
(iii) DOSKEY

OR

Write Short Notes on :-

- (i) Taskbar
(ii) Notepad

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

OR

Write down the steps to insert any picture in the power point slide.

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

OR

Write down the steps for sorting of database with example.

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

Explain any five Input devices of computer.

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

OR

Write Short notes on :-

- (i) Booting
(ii) Loader

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

OR

Write short notes on :-

- (i) Start Menu
(ii) Internet Explorer

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

OR

Write note on slide transition. Write down steps to apply slide transition in MS-Powerpoint.