Code No. : B-139

Annual Examination - 2018

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 software?

Q.2   What is compiler?

Q.3   What do you mean by Booting?

Q.4   What is the use of task bar?

Q.5   What is the use of notepad?

Q.6   What is the extension of MS Power Point?

Q.7   Which function key is used for the slide-show in MS Power Point?

P.T.O.

Q.8   What is macro in MS-Word?

Q.9   What is work-sheet in MS-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 characteristics and capabilities.

OR

Differentiate between computer hardware and computer software.

Q.2   Explain any three types of system software.

OR

Diferentiate between program and packages.

Q.3   Explain any three External command of MS-DOS with example.

OR

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

Q.4   Explain the working with border and shading of tables in MS-Word.

OR

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

Q.5   How is text formatting in cell done in MS-Excel Worksheet? Explain.

OR

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

Section - 'C'

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

Q.1   Explain the various generations of computer in detail.

OR

Differentiate between micro, mini and mainframe computer.

Q.2   What is an operating system? Explain various types of operating system.

OR

Differentiate between application software and system software.

Q.3   What is MS-DOS? Explain its booting process and system files.

OR

Explain various features of Windows operating system.

Q.4   What is mail-merge? Explain the steps involved in mail-merge with suitable example.

OR

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

Q.5   What is macro? Explain recording and playing macro in MS-Excel.

OR

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

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