**Code No. : B-309(A)**

## Annual Examination - 2017

### B.Com.-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'

**Very short answer type questions. Answer in one or two lines.**    **(1x10=10)**

Q.1    What is Data processing?

Q.2    What is Computer?

Q.3    What is operating system?

Q.4    What is program?

Q.5    What is Desktop?

Q.6    What is DOS?

Q.7    What is templates?

Q.8    What is Extension of word file?

Q.9    What is Goal seek in MS-Excel?

Q.10    What is Cell addressing in MS-Excel?

## Section-'B'

**Short answer type questions with word limit 150-200**

**(3x5=15)**

Q.1    Explain Block diagram of computer.

**OR**

Explain different types of computers.

Q.2    Differentiate system software and application software.

**OR**

Explain BIOS and booting loader.

Q.3    Explain 5 internal commands of DOS with example.

**OR**

Discuss physical structure of a disk.

Q.4    Discuss working with table in MS-Word.

**OR**

Explain steps involve in adding sound and movie in power point presentation.

Q.5    Explain Recording and playing macros in Excel.

**OR**

How can we sort data in Excel.

## Section-'C'

**Long answer type questions with word limit 300-350**

**(5x5=25)**

Q.1    Discuss different generations of computer.

**OR**

What are the characteristics of computer? Explain.

Q.2    Discuss different types of operating system.

**OR**

Explain the following :

i)     Assemblers

ii)    Compiler

iii)   Interpreter

Q.3    Explain Internal and External DOS commands.

**OR**

How can web be navigated using internet explorer?

Q.4    Formatting features of MS-Word for document preparation, Explain them.

**OR**

Explain Mail-Merge.

Q.5    What are the different types of graph and chart in Excel?

**OR**

Explain data filtration process in excel.

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