Q.17 Write down the applications of MS Powerpoint.

Q.18 Write a short note on

    a) LAN

    b) WAN

Q.19 Describe CD and DVD

Q.20 Differentiate between folder and file.

SECTION-D

Note: Long answer type questions. Attempt any one questions out of two questions. (1x8=8)

Q.21 How many types of storage devices we can use in computers. Explain.

Q.22 Define :-

    a) Difference between MS-word and MS-Powerpoint.

    b) Features of MS-Excel.

1st Sem.

Subject : Computer Fundamentals

Time : 3 Hrs.   M.M. : 50

SECTION-A

Note: Multiple choice questions. All questions are compulsory (7x1=7)

Q.1 Which enables us to send the same letter to different persons:-

    a) Macros   b) Templates

    c) Mail merge   d) none

Q.2 Which of the following is not considered hardware?

    a) Operating system b) CPU

    c) Keyboard   d) Hard disk

Q.3 Which would you choose to move selected text from one place to another.

a) move and paste b) copy and paste

c) cut and paste d) delete and paste

Q.4 Which key deletes the character to the right of the cursor?

a) End b) Backspace

c) Home d) Delete

Q.5 Components that provide internal storage to the CPU are_____

a) Registers b) Program Counters

c) Controllers d) Internal chips

Q.6 What is the full form of RAM?

a) Remote Access Memory

b) Random Access Memory

c) (a) and (b)

d) None

Q.7 Which of the following is used to hold running program instructions?

a) Primary Storage b) Virtual Storage

c) Internal Storage d) Minor Devices

SECTION-B

Note: Objective type questions. All questions are compulsory. (5x1=5)

Q.8 Differentiate between cut and copy.

Q.9 What is print preview.

Q.10 Define network topology.

Q.11 Define Footer

Q.12 What is the extension of excel file

SECTION-C

Note: Short answer type questions. Attempt any six questions out of eight questions. (6x5=30)

Q.13 Write down the steps for uploading document in mail.

Q.14 Differentiate between input and output devices.

Q.15 Write a short note on :

a) Keyboard b) Scanner

Q.16 Write a short note on

a) VDU b) Plotters