

Roll No.

D-3019

B. Com. (Part I) EXAMINATION, 2020

(Old Course)

COMPUTER APPLICATION

Paper First

(Computer Fundamentals and Office Automation)

Time : Three Hours]

[Maximum Marks : 50

Note : Attempt any *two* parts from each Unit. All questions carry equal marks.

Unit—I

1. (a) What is Computer ? Give various characteristics and capabilities of Computer System.
- (b) Draw block diagram of Computer System and describe in detail about different components used in it.
- (c) Explain any *five* input devices in brief.

Unit—II

2. (a) What is the difference between assembler, interpreter and compiler ?
- (b) Write short notes on the following :
 - (i) Application Software
 - (ii) Linux

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- (c) Explain different types of operating system with example.

Unit—III

- 3. (a) Write short notes on the following :
 - (i) Desktop
 - (ii) Accessories
- (b) Explain booting process of MS-DOS.
- (c) Explain any *five* Internal DOS commands with example.

Unit—IV

- 4. (a) Explain mail-merge features of Microsoft Word with the help of example.
- (b) Write short notes on the following :
 - (i) Header
 - (ii) Hyperlinks
- (c) Discuss the advantages of Microsoft PowerPoint. Explain different types of slide in MS-PowerPoint.

Unit—V

- 5. (a) How many types of charts are available in Microsoft Excel ?
- (b) Write short notes on the following :
 - (i) Match functions
 - (ii) Sorting database
- (c) Explain creation of macro with example.