

COMPUTER FUNDAMENTALS

Time : Three Hours

Maximum Marks :

[Regular Candidates : 80, Reappear Candidates 90]

Note : Attempt **five** questions in all. Question No. 1 is compulsory.

1. (a) What are the components of Storage Unit of Computer System ? 3
(b) What are wild characters in DOS ? Explain their usage. 3
(c) Explain the components of Desktop of Windows Operating System. 3
(d) What is difference between copying and moving the files ? 3
(e) Explain the Merge Cell Option in Tables. 3
(f) Discuss various views available in MS-Powerpoint.
2. Briefly explain the advantages and disadvantages of various generations of computers. 18
3. Write short notes on : 2×9=18
(a) Central Processing Unit.
(b) Characteristics of Computers.
4. Explain the following DOS commands with syntax and usage DIR, COPY, CHKDSK, DATE. $4\frac{1}{2} \times 4 = 18$
5. Explain in detail various Accessories available with Windows. 18
6. Differentiate :

- (a) Footer and Endnote.
- (b) Cross Reference and Hyperlink.
- (c) Autotext and Autocorrect.
- (d) Formatting and Reveal of Formatting.
- (e) Footnote and Caption
- (f) Picture and Diagram.

3×6=18

7. What are the advantages of Tables in MS-Word ? How tables are created and manipulated in MS-Word ? Explain the various operations that can be implemented on tables in MS-Word. What are limitations of Tables in MS-World ? 18
8. What is Slide Show ? Explain the various methods to create a slide show in MS-PowerPoint. How the timings are set in slide show for automatic display ? Explain in detail. 18