

Roll No.....

Total No. of Sections : 03

Total No. of Printed Pages : 03

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?

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- 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
Differentiate 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.

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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.