

Exam. Code : 103201

Subject Code : 1009

B.A./B.Sc. 1st Semester

COMPUTER APPLICATIONS

(Computer Fundamentals & PC Software)

Time Allowed—3 Hours] [Maximum Marks—75

Note :— Attempt any **FIVE** questions, selecting at least **ONE** question from each Section. All questions carry equal marks.

SECTION—A

1. (a) Draw a block diagram of a computer and discuss the functions of its components.
(b) Briefly discuss the uses of computers in modern society.
2. What is Secondary Memory ? How is it different from Primary Memory ? Discuss the various storage devices in detail.

SECTION—B

3. Write short notes on the following :—
 - (a) My Computer
 - (b) Recycle bin
 - (c) Network Neighborhood.

4. (a) What are various ways to create an icon on the Desktop ? Explain. How icons on desktop are different from icons appearing in the Microsoft Office toolbar ?
(b) What is Folder and Shortcut in Windows Vista ? How folders and shortcuts are created in Windows Vista ?

SECTION—C

5. (a) What is the use of Headers and Footers in a Word document ? How page numbers are inserted in headers and footers ?
(b) What are Tables in MS Word ? Explain how a row and column can be added to and deleted from a table, considering that table already had some data values stored in it.
6. Write the procedure of creating printing labels using Mail Merge facility.

SECTION—D

7. Discuss the following types of Views in PowerPoint :
 - (a) Slide view
 - (b) Slide sorter view
 - (c) Notes view
 - (d) Outline view.
8. Explain in detail the presentation capabilities of PowerPoint package, giving special reference to graphics.