

**B.A./B.Sc. 1<sup>st</sup> Semester**

**COMPUTER SCIENCE**

**(Computer Fundamentals & PC Software)**

Time Allowed—3 Hours]

[Maximum Marks—75

**Note :—** Attempt any *five* questions. All questions carry equal marks.

1. What is a Computer ? Discuss the uses and applications of computers in detail.
2. What is Memory ? What are the types of Computer Memory ? Differentiate between RAM and ROM.
3. What are the random access storage devices ? Discuss the functional characteristics and storage organization of magnetic discs.
4. Discuss the salient features of Windows. Also discuss the structure of Windows.
5. What are the various formatting options available in MS Word ? Discuss each with an example.

6. (a) How tables and charts are created in Word ? What are the various layouts of tables in Word ?  
(b) Discuss with examples the following options :
  - (i) Auto correct
  - (ii) Auto complete
  - (iii) Auto text.
7. Discuss in detail the various elements of PowerPoint.
8. (a) What is the purpose of using outline view in PowerPoint ? Explain.  
(b) Write the procedure of setting time intervals between slides of a presentation.  
(c) What is the difference between slide design and slide layout ? Explain.