

Exam. Code : 103201

Subject Code : 1009

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