

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 **five** questions, selecting at least **one** question each from Sections A, B, C and D. The **fifth** question may be attempted from any Section. All questions carry equal marks.

SECTION-A

1. What do you mean by input and output devices ? Discuss the various input and output devices commonly used with today's computers.
2. (a) Explain the instruction cycle of a computer.
(b) Discuss the various types of memory in brief.

SECTION-B

3. (a) What is Start Menu ? What is its purpose ?
(b) What is Folder and Shortcut in Windows Vista ? How folders and shortcuts are created in Windows Vista ?
(c) What is Windows Explorer ?

4. Write short notes on the following :
- Taskbar
 - Find
 - Recycle bin.

SECTION-C

5. What are the various options available under the Tables menu ? How the following table can be designed using different options available under Table menu ? Show diagrammatically all the phases.

6. (a) Explain the steps in sequence to perform mail merge in MS-Word giving a suitable example.
- (b) How will you use the spell checker in MS-Word ? What are the advantages of spell checker ? Also discuss the purpose of Thesaurus.

SECTION-D

7. What are the various elements of PowerPoint ? Discuss each in detail.
8. (a) List the steps in creating a PowerPoint presentation.
- (b) What are the various sound and animation effects that can be inserted in a PowerPoint presentation ?