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# 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 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

- 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 ?

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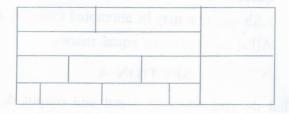
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- 4. Write short notes on the following :
  - (a) Taskbar
  - (b) Find
  - (c) Recycle bin.

## 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 ?

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