

Exam. Code : 103201

Subject Code : 1009

B.A./B.Sc. 1st Semester (Batch 2021-24)

COMPUTER APPLICATIONS

(Computer Fundamentals & PC Software)

Time Allowed—3 Hours] [Maximum Marks—75

Note :— Attempt FIVE questions in all, selecting at least ONE question from each Section. The fifth question may be attempted from any Section. All questions carry equal marks.

SECTION—A

1. What is a Computer ? What are its various applications ? Discuss in detail the evolution of computers.
2. What are Storage Devices ? What is the difference between primary and secondary storage ? Explain various storage devices.

SECTION—B

3. What do you mean by Windows ? Give the importance of Windows. Briefly discuss salient features of Windows 7.

4. (a) What is the use of “Network Neighbourhood” icon ? Explain.
(b) What is Folder and Shortcut in Windows ? How folders and shortcuts are created in Windows 7 ?
(c) Define Windows Explorer. What is its use ?

SECTION—C

5. (a) What do you mean by Headers and Footers in MS-Word ? Write the steps in sequence to make odd and even page header and page footers different.
(b) What are different file formats available to save a MS-Word document ? How they are different ?
6. What are Tables in MS-Word ? What are the different options available with tables in MS-Word 2010 ? 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.

SECTION—D

7. What is a PowerPoint presentation ? How a presentation is prepared ? Also explain the procedure to insert graphics in a presentation.
8. What is a View in PowerPoint 2010 ? Explain different views available in PowerPoint 2010.