

4. (a) What are the steps required to implement mail-merge in MS-Word ?
 (b) Discuss the following features with usage in MS-Word :
 (i) Templates and Wizards
 (ii) Header and footer. 9,6

SECTION—C

5. What is the use of MS-PowerPoint ? Discuss various steps used in the creation of a presentation in MS-PowerPoint ? 15
 6. Discuss the following features w.r.t. Microsoft PowerPoint :
 (a) Various types of Views
 (b) Slideshow
 (c) Printing slides. 7,4,4

SECTION—D

7. (a) How can multiple functions work together in Excel ? Illustrate.
 (b) How do you create and edit a graph in Excel ? 5,10
 8. Write short notes on the following features of MS-Excel :
 (a) Querying the data
 (b) Filtering the data
 (c) What-if Analysis
 (d) Sorting the data. 15

Exam. Code : 103201
Subject Code : 1007

B.A./B.Sc. 1st Semester (Batch 2021-24)
COMPUTER SCIENCE
(Computer Fundamental & 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. (a) Discuss the components of a computer and their functions.
 (b) Discuss the following Input devices : Mouse, OMR, Vision input systems. 6,9
 2. (a) Explain the following output devices : Monitors, Printers and Plotters.
 (b) Discuss any two removable data storage devices. 6,9

SECTION—B

3. Discuss the following features of MS-Word : Table Formatting, Spell checking, Border and Shading. 6,5,4