

Exam. Code : 105701

Subject Code : 1418

B.Sc. Information Technology 1st Sem.
(Batch 2021-24)

FUNDAMENTALS OF COMPUTERS

Paper-I

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. Define computer. What are the different components of a computer system ? Explain the role of each component. 15
2. Define and distinguish between batch and online processing. 15

SECTION-B

3. What are the features of different types of operating systems ? Explain. 15
4. Discuss in detail the features of Windows Operating System. 15

SECTION-C

5. Write the procedure for the following in MS Word :
 - (a) Setting page margins
 - (b) Setting multiple columns on a page
 - (c) Applying page borders
 - (d) Inserting headers and footers
 - (e) Using tabs for indentation. 5×3=15
6. How macros are created and used in MS Word ? Explain. 15

SECTION-D

7. Write the procedure of doing the following in PowerPoint :
 - (a) Inserting image
 - (b) Inserting table
 - (c) Printing multiple slides on one page. 3×5=15
8. Write short notes on the following :
 - (a) Printing slides
 - (b) Slide sorter view
 - (c) Notes view
 - (d) Outline view
 - (e) Header and footer in presentation. 3×5=15