

2012
P.G. Diploma in Computer Applications
First Semester
PGD-1101: Computer Fundamentals

Time allowed: 3 Hours

Max. Marks: 60

NOTE: Attempt five questions in all, including Question No. IX (Unit-V) which is compulsory and selecting one question each from Unit I - IV.

x-x-x

Unit I

- I (a) How is data organized on the Magnetic Disk? 6
(b) Differentiate
i. Software & Hardware
ii. Application Software & System Software 6
- II Write short notes on
i. EBCDIC code
ii. Firmware
iii. Floating point Representation 2*3

Unit II

- III (a) Explain the commands
XCOPY, DISKCOPY and ATTRIB. 6
(b) Explain the LINUX structure and explain the following Linux commands
i. pwd
ii. cat
iii. chmod
iv. cd
v. cp
vi. rmdir
- IV (a) What are the characteristics of GUI? 6
(b) What are CONFIG.SYS and AUTOEXEC.BAT files? 6
(c) What is Recycle Bin? How do you retrieve the files from Recycle Bin? 3

Unit III

- V (a) What are the text editing feature available in a Word Processing S/W? How do you set the multiple columns in a WORD document 6
(b) How do you create Word Art in a Word Processor? 6
- VI (a) How do you create merged mailing labels? 6
(b) How do you insert a table in WORD document? How do you add and delete the rows and columns? How do you apply border to the table? 6

Unit IV

- VII (a) Explain any two functions in each of the following categories:
i. Mathematical functions
ii. Date and Time functions

P.T.O.

- iii. Trigonometric functions 6
- (b) How do you insert and delete a row and a column in your Worksheet? 6
- VIII (a) How do you add pictures, video and clipart to the presentation? 6
- (b) How do you add numbers and formulae to the spreadsheet software? 6

IX Compulsory Question

- 1) What is ASCII code?
- 2) What is PROM?
- 3) Give two features of DOS.
- 4) What is the difference between Save and Save As commands?
- 5) What is the significance of Network Neighborhood?
- 6) What is ATTRIB command in DOS? 2*6

x-x-x