

(i) Printed Pages : 3

Roll No. ....

(ii) Questions : 9

Sub. Code : 

8	6	8	3
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Exam. Code : 

1	2	1	9
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**PGDCA 1<sup>st</sup> Semester**  
**(1129)**

**COMPUTER FUNDAMENTALS**  
**Paper : PGD-1101**

**Time Allowed : Three Hours]**

**[Maximum 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**.

**UNIT—I**

- I. (a) Draw and label Block diagram of a computer. Explain the characteristics of a computer.
- (b) Classify computers based on Architecture. 6,6
- II. (a) Explain the working of Magnetic Disks.
- (b) What is a Number System ? Explain how Decimal numbers are converted to any number system of base **r**. Give example. 6,6

**UNIT—II**

- III. Explain the following MS-DOS commands :
- (i) PATH
- (ii) PROMPT
- (iii) COPY

- (iv) ATTRIB
- (v) BACKUP
- (vi) FORMAT 12

- IV. (a) Compare the features of DOS and Windows.
- (b) Explain the Linux commands used for File Access Permissions. 6,6

### UNIT—III

- V. Explain the following features in word processing software :
- (a) Headers and Footers
  - (b) Working with Columns
  - (c) Finding and Replacing Text
  - (d) Autocorrect 12
- VI. (a) What are the different ways in which tables can be created in word processing software ? Explain the following table formatting features :
- (i) Cell Margins
  - (ii) Applying Borders
  - (iii) Adding/Deleting Rows/Columns
- (b) How are Merged envelopes created in word processing software ? 6,6

### UNIT—IV

- VII. (a) What is a Range ? Explain how they are defined and used in a spreadsheet software.
- (b) What are the steps required to create a Bar Chart ? 6,6

- VIII. (a) Explain the following :
- (i) Absolute and Relative Cell references used in creating formulae. Give examples.
  - (ii) Cell Formatting
- (b) Explain the types of views available in Presentation software.
- 6,6

### UNIT—V

#### (Compulsory Question)

- IX. (a) Compare PROM and EPROM.
- (b) List various types of printers
  - (c) What is the significance of Config.sys file ?
  - (d) How are indents used in word processing ?
  - (e) How can the row height be increased/decreased in spreadsheet ?
  - (f) List the basic features of a presentation.
- 6×2