

(i) Printed Pages : 2

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 1st Semester
1128

COMPUTER FUNDAMENTALS

Paper—PGD-1101

Time Allowed : Three Hours]

[Maximum Marks : 60

Note :— Attempt *one* question each from each Section (A to D).
Question 9 (Section E is compulsory).

SECTION—A

1. (a) How application software is different from system software ? 6
- (b) Discuss in detail the organization of data on disks. 6
2. (a) Classify the computers on the basis of generations. 6
- (b) What are the various output devices of computers ? Explain the working principle of any two of them. 6

SECTION—B

3. (a) Differentiate between Internal and External commands of DOS. Discuss any three external commands. 6
- (b) Compare DOS, LINUX and Windows Operating Systems. 6
4. (a) Explain the Anatomy of Windows. 6
- (b) What is the function of CONFIG.SYS file and AUTOEXEC.BAT file in DOS ? 6

SECTION—C

5. (a) What is the significance of Headers and Footers ? How will you apply header and footer to your document ? 6
- (b) What are tables in Word Processing Package ? Explain the functions and features of a table. 6
6. (a) Write a short note on :
- (i) Find and Replace
- (ii) Spell check Feature of Word processing Software. 6
- (b) Explain the steps for performing mail merge in word processing software. 6

SECTION—D

7. What do you understand by chart ? Explain the various types of charts available in spreadsheet. Write the steps to create any one chart in spreadsheet with an example. 12
8. Write the steps for the following :—
- (i) Creating a slide
- (ii) Saving a slide
- (iii) Opening a slide
- (iv) Printing a slide. 12

SECTION—E

9. (i) What is the significance of EBCDIC Codes ? 2
- (ii) What is floating point representation of real numbers ? 2
- (iii) What is autosum feature in Spreadsheet Software ? 2
- (iv) Define formula used in Spreadsheet Software ? 2
- (v) What is slide sorter view in presentation Software ? 2
- (vi) What is Highlighting in Word Processing Software ? 2