

1127

B. Voc. (Retail Management)
First Semester
GFC-101: Computer Fundamentals

Time allowed: 3 Hours

Max. Marks: 80

NOTE: Attempt five questions in all, including Question No. 1 which is compulsory and selecting two question from each section,

x-x-x

- 1) What are the five generations of computers? Give examples. (5)
- 2) What is embedded software? How is it different from application software? Explain with examples. (5)
- 3) Differentiate among a menu, an icon and a dialog box in a graphical user interface. How do you move an icon on the screen? (5)
- 4) What is the difference between etiquette and netiquette? What are the basic rules of netiquette? Explain. (5)
- 5) Differentiate among primary memory, virtual memory and cache memory. How does the presence of cache memory increase the processing speed? (5)
- 6) What is information technology? Why information technology is important in business? (5)

SECTION-A

- 7) What is a computer system? Explain the importance of various units of a computer. Give classification of computers on the basis of operating principles, applications, and size. (15)
- 8) What is Operating System? Explain various types of operating systems. Describe broad functions of an operating system. Name any TWO Open Source Operating Systems. (15)
- 9)
 - a) What is the purpose of Status Bar and Menu Toolbar in Windows Operating System?
 - b) Compare and contrast file and folder in an operating system. Provide an overview of various file and directory management features in Windows/Linux. (8, 7)

SECTION-B

- 10)
 - a) Define all types of alignment in a document using MS-WORD by taking appropriate examples.
 - b) Explain the steps for creating a letter using the Mail-Merge feature of MS-WORD by taking an example. (7, 8)
- 11) Define and differentiate the following with examples:
 - a) Electronic Mail and Instant Messaging
 - b) LAN and WAN (7, 8)
- 12)
 - a) Explain any FIVE features of Tally software for computerized accounting.
 - b) Explain the different types of views of a slide in MS-PowerPoint? What is the purpose of creating a master slide? Explain with an example. (7, 8)

x-x-x