

1127

P.G. Diploma in Computer Applications
1st 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.

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UNIT – I

- I. a) Classify computers based on architecture.
b) What is software? Explain types of software.
c) Draw block diagram of a computer. Label and briefly explain each component. (3 x 4)
- II. a) Explain various types of ROM.
b) Differentiate between impact and non impact printers.
c) Perform the following conversions
i) $(89)_{10} \rightarrow (?)_2$
ii) $(75)_8 \rightarrow (?)_{10}$

UNIT – II

- III. a) Explain the booting sequence of MS-DOS.
b) Explain the following MS-DOS commands
i) PATH
ii) XCOPY
iii) ATTRIB
Give examples using switches associated with each. (6, 6)
- IV. a) Write a note on Control Panel in Windows.
b) Explain the use of following Linux commands:-
i) chmod
ii) chown
iii) chgrp (6, 6)

UNIT – III

- V. a) Explain the following features in a Word processing software:-
i) Findings and replacing text
ii) Autocorrect
iii) Language setting and thesaurus
b) Explain the various table formatting features. (6, 6)
- VI. a) What is the use of Mail Merge? Explain the steps to create merged envelopes.
b) Explain the various paragraph and page formatting features in word processing software. (6, 6)

UNIT – IV

- VI. a) What is a Range? Explain the working of range and its usage in spreadsheets.
b) How are charts created in spreadsheets? Give the steps and also list the various types of charts available in spreadsheets. (6, 6)
- VIII. a) Explain the various types of VIEWS available in presentation software.
b) Write a note on built-in functions available in spreadsheet. (6, 6)

UNIT – V

- IX. a) Define hardware. Give example.
b) What is access time and seek time?
c) What is the significance of Recycle Bin?
d) Spell check feature
e) Explain the use of Header and Footer
f) Explain the paste special feature in spreadsheet (6 x 2)