

1115

B. Voc. (Retail Management) First Semester
General Foundation Course

GFC-102: Computer Fundamentals

Max. Marks: 80

Time allowed: 3 Hours

NOTE: Attempt five questions in all, including Question No. I which is compulsory and selecting atleast two questions from each Unit.

x-x-x

I. Attempt any four of the following:-

- a) What is a peripheral device? Give three examples.
- b) Discuss limitations of computers.
- c) What is a desktop icon? Name and explain the purpose of some commonly used icons in an operating system that you have used.
- d) What is an auxiliary storage device? Give three examples.
- e) Briefly describe what the computer's memory is and how it is organized?
- f) Explain any FIVE features of Tally software for computerized accounting. (4x5)

UNIT - I

- II. Identify and discuss the major hardware and software components of a computer system. How do these components fit together and interact in a computer system? Explain by means of a diagram. (15)
- III. a) Describe the relationship between hardware and software. Define various types of software and how they are used.
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)
- IV. What is Operating System? Describe broad functions of an operating system. Give one example of each single user and multiuser Operating System. (15)
- V. a) Give classification of computers based on operating principles, size and capability. (8,7)
b) Describe the key features of each of the Generations of computers.

UNIT - II

- VI. Define computer network and its objectives. What is the essence of networking devices? What are the essential elements of network architecture? List the basic criteria used in classifying computer Network. (15)

P.T.O.

(2)

- VII. a) Define Storage. What are the different types of storage media that we are using today?
b) Define an Electronic mail and its components. Give the standard format of an e-mail address. How can you restrict spam e-mails? (8,7)
- VIII. a) What is spreadsheet software? Explain the salient features in spreadsheet software.
b) Explain the difference among relative, absolute and mixed cell references in Microsoft-Excel, and when to use each of these cell references in Excel, by taking appropriate examples. (8,7)
- IX. a) What is word processing? Explain the following features in the context of MS-WORD by taking examples:
i) Find and Replace
ii) AutoCorrect and AutoText
b) Describe various computer applications in Public Services and Business. (10,5)

x-x-x