

(i) Printed Pages : 2

Roll No.

(ii) Questions : 9

Sub. Code :

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Exam. Code :

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**B.A./B.Sc. (General) 1st Semester
(2122)**

INFORMATION TECHNOLOGY

Paper—A : Computer Fundamentals

Time Allowed : Three Hours]

[Maximum Marks : 65

Note :— Candidate is required to attempt **five** questions in all including Question No. 9 (which is compulsory) and attempt remaining four questions by selecting one question from each Section.

SECTION—A

1. Explain the major characteristics of computers highlighting its main application areas. 13
2. Describe the block diagram of computer with its major functional components and examples. 13

SECTION—B

3. Compare the main features of DOS, Linux and Windows operating system. 13
4. Explain the following commands :
rm, kill, deltree, restore, undelete, ren, label, prompt, xcopy

13

SECTION—C

5. What is the significance of mail merge in MS Word ? Write steps involved in mail merge. 13
6. Write notes on :
- Find and replace
 - Wordart
 - Macros
 - Headers and footers 13

SECTION—D

7. Describe various charts available in spreadsheet software. Explain the significance of mathematical and string functions with suitable examples. 13
8. Write the major features of presentation software. Explain design template selection and adding multimedia in presentation. 13

(Compulsory Question)

9. (a) What is floating point representation ? 3
- (b) Distinguish between compiler and assembler. 2
- (c) What is the role of batch files ? 2
- (d) Explain control panel in context of windows. 2
- (e) Write about Bullets and numbering. 2
- (f) Define the role of autofill and autosum. 2