

(i) Printed Pages : 2

Roll No.

(ii) Questions : 9

Sub. Code :

4	5	8	0	6
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Exam. Code :

1	2	1	9
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PGDCA 1st Semester
(2124)

COMPUTER FUNDAMENTALS

Paper : PGD-1101

Time Allowed : Three Hours]

[Maximum Marks : 60

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. Outline the characteristics of computers highlighting its applications in various domains. 12
2. Explain the block diagram of computer giving suitable examples at least two of I/O devices and memory types. 12

SECTION—B

3. Compare and contrast features of Windows and Linux operating system. 12
4. Discuss the working of following DOS commands with their output Type, prompt, date, attrib, format, backup. 12

SECTION—C

5. Explain various formatting options of word processing software with suitable examples. Write steps involved in mail merge. 12
6. Write notes on :
- (a) Spell check
 - (b) Find and replace next
 - (c) Working with tables
 - (d) Border and shading. 12

SECTION—D

7. What are the major features of spreadsheet software ? Write a note on working with range in a worksheet. 12
8. Discuss the concept of adding pictures, shapes, audio and video in presentation software with suitable example. 12

Compulsory Question

9. (a) Convert $(168)_{10} = (-----)_8$ 2
- (b) Define latency time. 2
- (c) List various system tools in Windows. 2
- (d) Write about chmod command in Linux. 2
- (e) What is a pi chart ? 2
- (f) Why are design templates used ? 2