2124

B.Sc. Data Analytics (FYUP) First Semester
BDA-101: Fundamentals of Computers

Time allowed: 3 Hours   Max. Marks: 45

NOTE: Attempt *five* questions in all, including Question No. IX (Unit-V) which is compulsory and selecting one question each from Unit I – IV.

x-x-x

UNIT - I

I. What do you mean by Windows? Explain the characteristics of windows.   (9)

II. What do you understand by software? Draw the difference between system and application software.   (9)

UNIT - II

III. What do you mean by table? How can you add tables in word processor?   (9)

IV. What do you mean by Macro? How can you create macros in word processor?   (9)

UNIT - III

V. What do you mean by Spreadsheet? Explain the features of Spreadsheet.   (9)

VI. What do you mean by chart? How can you add different types of charts in Spread sheet?   (9)

UNIT - IV

VII. What do you mean by animation? How can you give animations in Presentation Software?   (9)

VIII. What do you mean by Primary key? How can you set primary key?   (9)

UNIT - V

IX. Write short notes on following:-

(a) Transitions   (3)

(b) Fill tool   (2)

(c) Auto correct   (2)

(d) RAM   (2)

x-x-x