

Exam. Code : 121201
Subject Code : 3936

B.A./B.Sc. 1st Semester (Batch 2023-26) (CBGS)
COMPUTER SCIENCE
(Computer Fundamental & PC Software)

Time Allowed—3 Hours] [Maximum Marks—75

Note :— Attempt **FIVE** questions in all, selecting at least **ONE** question from each section. The fifth question may be attempted from any section. All questions carry equal marks.

SECTION—A

1. (a) Define Computer. What are the various components of a Computer System ? Explain each one.
(b) Discuss different types of printers ? 8,7
2. (a) Differentiate between Primary Memory and Secondary Memory. Explain the functional characteristics and storage organization of any one removable data storage device.
(b) Discuss the input devices : MICR, Vision Input systems, scanner. 7,8

SECTION—B

3. (a) What is the advantage of using Mail-Merge feature of MS-Word ? Write all the steps required to implement Mail-Merge.

Gndupapers.com

(b) Explain the following features along with their usage in MS-Word :

(i) Table formatting

9,6

(ii) Templates.

4. Discuss the following features with their usage in MS-Word :

(i) Page Setup

(ii) Spell Check

(iii) Border & Shading

(iv) Header & Footer.

4,4,4,3

SECTION—C

5. Why MS-PowerPoint is used ? What are the elements of MS-PowerPoint ? Discuss various steps required in the creation of a presentation in MS-PowerPoint. 15

6. Discuss the following features of MS-PowerPoint :

(i) Views

(ii) Slide Show.

7,8

SECTION—D

7. Explain the following features of MS-Excel :

(a) Querying the data

(b) Advance Filters

(c) What-if analysis

(d) Linking different sheets.

4,4,4,3

8. (a) Discuss different functions (any four) on different data with example in MS-Excel.

(b) Write step by step procedure to draw a graph in MS-Excel.

6,9

Gndupapers.com