Computer Fundamentals & MS-OFFICE
First Year (First Semester)
Session (2021-2022)

Time: 03 Hours   Max. Marks: 80

Instructions

- *All the questions of section - A are compulsory.*
- *Attempt any four questions from section – B.*

SECTION – A

Questions (Each carries 2 marks):-   **10x2=20**

1. What is Computer?

2. Full form of ALU & CPU.

3. What do you mean by BIOS?

4. What is input and output Unit?

5. Describe any three input and output unit.

6. Types of Monitor.

7. What do you mean by hardware and software?

8. What is Multimedia?

9. Write down the shortcut key of Cut, Copy and Paste.

10. What is operating system?

Section – B

Question 1

1. Write down the generations of computer with their feature.   15

Question 2

1. Define Hardware and Software?   05

2. Define types of ROM.   10

Question 3

1. Define Web Browsers with suitable example.   05

2. Define Language Translator and their types.   07

3. Write down the name of some High-Level Language.   03

Question 4

1. What are the parts of Microsoft Word Window? Explain.   05

2. Write down the steps to perform the following in Microsoft Word:

    06

    i) Saving a Document

    ii) Opening an Existing Document

    iii) Undo/ Repeat the Last Command

3. In Microsoft Windows, what do you mean by desktop? Name the items normally available on the Desktop?

    04

Question 5

1. What do you understand by presentation?   03
2. In Microsoft PowerPoint, discuss the following options of text formatting: -   12
   - **i.** Font
   - **ii.** Bullets & Numbering
   - **iii.** Alignment
   - **iv.** Line Spacing
   - **v.** Change Case
   - **vi.** Replace Fonts

Question 6

1. Discuss the options available in outlining toolbar of PowerPoint Software.   03
2. Write short notes on the following of MS-PowerPoint: -   12
   - i. Organization Charts
   - ii. Templates
   - iii. AutoContent Wizard
   - iv. Slide Master and Handout Master

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