

Roll No.

Total No. of Questions : 13]

[Total No. of Pages : 02

Paper ID [H1113]

(Please fill this Paper ID in OMR Sheet)

B.Sc. (HMCTT/HMT - 206/402) (O) (S05) (Sem. - 2nd)

BASICS OF COMPUTERS

Time : 03 Hours

Maximum Marks : 75

Instruction to Candidates:

- 1) Section - A is **Compulsory**.
- 2) Attempt any **Nine** questions from Section - B.

Section - A

(15 × 2 = 30)

Q1)

- a) List the various types of computers.
- b) What is the significance of CD-ROMs?
- c) Differentiate between save and save as option?
- d) What is mail merge?
- e) How can we send an E-mail?
- f) What is web browser?
- g) What are external commands? Give example.
- h) How many rows and columns are there in worksheet.
- i) Write about two widely used versions of DOS.
- j) What is a worksheet?
- k) What are wild card characters?
- l) Write a note on search Engines.
- m) Differentiate between *field* and a *record*.
- n) Mention five basic operations performed by the computer system.
- o) Write a note on e-commerce.

Section - B

(9 × 5 = 45)

- Q2)** Draw a block diagram to illustrate the basic computer organization of computer system. Explain the function of each unit of a computer system.
- Q3)** Why an operating system is necessary for a computer? Explain the various types of operating systems.
- Q4)** Explain the various characteristics of computers.
- Q5)** Discuss the use of Mainframe, Super computers, Mini and Micro computers.
- Q6)** (a) How many rows and columns are there in worksheet.
(b) Write a note on Insertion and deletion of row in a worksheet.
- Q7)** List and explain the various items on the screen of MS word.
- Q8)** Write a note on the following:
(a) Transition
(b) Design Templates
(c) Slide Sorter view
- Q9)** Discuss the various charts available in PowerPoint? How to insert a chart in a slide?
- Q10)** What is internet? Give its advantages.
- Q11)** What is the use of graphs in Excel? How are they created?
- Q12)** Define DBMS? What are the various data types?
- Q13)** (a) What are the different types of indexing possible in FoxPro?
(b) What is meant by sorting?

