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Roll No. ....

**MCA-01/PGDCA-01/M Sc. IT-01/  
MIT(CS)-301**

**Computer Fundamental and PC  
Software/Introduction to Computing  
Master of Computer Application/P.G.  
Diploma in Computer Application/  
Master of Science in Information  
Technology/Master of Science  
(Cyber Security)**

**(MCA/PGDCA/M.Sc. IT-11/12/16/17)**

**1<sup>st</sup>/3<sup>rd</sup> Semester, Examination-2019**

**Time : 3 Hours**

**[Maximum Marks : 80**

**Note :** This paper is of Eighty (80) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein.

**Section–A**

**Long Answer Types Questions**

**Note :** Section 'A' contains Five (05) long-answer-type questions of Fifteen (15) marks each. Learners

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are required to answer any three (03) questions only. **(3×15=45)**

1. Answer the following :

(a) How are computers categorized into different categories? **(5 marks)**

(b) What is computer? What are the characteristics of Computer? Do you think computers are superior to human being? **(10 marks)**

2. Answer the following :

(a) What do you understand by computer memory? List the two different categories of memory? **(5 marks)**

(b) Explain the different types of printers. Make a clear difference among them in terms of speed, cost, and method of operation. **(10 marks)**

3. Answer the following :

(a) Describe different types of operating systems? **(6 marks)**

(b) What do you understand by kernel and shell of MS DOS? What are their roles? **(5 marks)**

(3)

(c) What do you understand by internal and external commands? How are they different? (4 marks)

4. Answer the following :

(a) What is the use header and footer in a word document? How can header and footer be inserted in a document? (5 marks)

(b) What purpose is Excel used for? What are its applications? (4 marks)

(c) What are Rows, Columns and Cells in Excel? (6 marks)

5. Answer the following :

(a) What is animation in PowerPoint 2007? (4 marks)

(b) How can we apply Custom Animation to our PowerPoint presentation slides? (4 marks)

(c) What are slide transition effects? Give an example of applying any transition effect to Slides. (7 marks)

(4)

### Section-B

#### Short Answer Types Questions

**Note :** Section 'B' contains Eight (08) short-answer-type questions of Seven (07) marks each. Learners are required to answer any Five (05) questions only. (5×7=35)

1. Answer the following :

(a) How is XCOPY a better copy command than COPY? (3 marks)

(b) Describe the different parts of the Window Explorer. (4 marks)

2. Explain the booting process of Linux?

3. Answer the following :

(a) What do you mean by Word Processor? Give one example of a popular Word Processor. (3 marks)

(b) What are the basic components of toolbars and explain them? (4 marks)

4. Answer the following :

(a) Define the different elements in a chart. (3 marks)

(b) What do you mean by sorting data in excel? Give the steps to apply sorting by cell color? (4 marks)

**(5)**

5. What are PowerPoint Smart Art? How do we use them?
6. Describe the evolution of computers.
7. How do we restart, log-off and lock a computer.
8. Explain the booting process of Linux ?