

Roll No. ....

## **MCA–01/PGDCA–01/M. Sc. IT–01**

### **Computer Fundamentals and PC Software**

Master of Computer Application/P.G. Diploma in

Computer Application/Master of Science in

Information Technology (MCA–16/

MCA–11/PGDCA–16/PGDCA–11/

M.Sc. IT–16/M.Sc. IT–12)

First Semester, Examination, 2017

**Time : 3 Hours**

**Max. Marks : 70**

**Note :** This paper is of **seventy (70)** marks containing **three (03)** sections A, B and C. Attempt the questions contained in these sections according to the detailed instructions given therein.

#### **Section–A**

##### **(Long Answer Type Questions)**

**Note :** Section ‘A’ contains four (04) long answer type questions of fifteen (15) marks each. Learners are required to answer *two* (02) questions only.

1. Answer the following :

- (a) What is MS-Word ?
- (b) What is the purpose of MS-Word ?
- (c) What are the basic components of toolbar. Explain them.

2. Answer the following :
  - (a) What is process ? What are the objectives of the process management module of the operating system ?
  - (b) What is network operating system ? How is it different from the distributive operating system ?
3. Answer the following :
  - (a) What purpose is MS-Excel used for ? What are its applications ?
  - (b) Describe ribbon in Excel 2007.
  - (c) What are operators in MS-Excel ? How many types of operators are there in MS-Excel ?
4. Answer the following :
  - (a) What are Windows components ? Give examples.
  - (b) What is Cache memory ? How is it different from primary memory ?
  - (c) What do you understand by kernel and shell of MS-DOS ? What are their roles ?

### **Section-B**

#### **(Short Answer Type Questions)**

**Note :** Section 'B' contains eight (08) short answer type questions of five (5) marks each. Learners are required to answer *six* (06) questions only.

1. What are pointing devices ? Discuss some of the commonly used pointing devices.
2. What is virtual memory ? How is it used ?
3. Explain the booting process in Linux.

4. What is the difference between primary memory and secondary memory ?
5. What are charts in MS-Excel and why are they used ?
6. What are slide transition effects ? Give an example of applying any transition effect to slides.
7. How can we customize the start menu in Windows ?
8. Who invented the concept of stored program ? Why is this concept so important ?

### **Section-C**

#### **(Objective Type Questions)**

**Note :** Section 'C' contains ten (10) objective type questions of one (1) mark each. All the questions of this section are compulsory.

1. MICR stands for :
  - (a) Magnetic Ink Character Reader
  - (b) Magnetic Ink Code Reader
  - (c) Magnetic Ink Cases Reader
  - (d) None of these
2. .... is the high speed memory used in the computer.
  - (a) RAM
  - (b) Hard Disk
  - (c) Cache
  - (d) BIOS
3. The operating system manages :
  - (a) Memory
  - (b) Processor

- (c) Disk and I/O Devices
  - (d) All of the above
4. First generation of computer was based on which technology ?
- (a) Transistor
  - (b) LSI
  - (c) VLSI
  - (d) Vacuum Tube
5. Which can be used for quick access to commonly used commands and tools in MS-Word ?
- (a) Status bar
  - (b) Tool bar
  - (c) Menu bar
  - (d) Title bar
6. You can use the formula palette to :
- (a) format cells containing numbers
  - (b) create and edit formula containing functions
  - (c) enter assumptions data
  - (d) copy a range of cells
7. Which command will you use in PowerPoint if you need to change the color of different objects without changing content ?
- (a) Design Template
  - (b) Color Scheme
  - (c) Font Color
  - (d) Object Color

8. Which of the following section does not exist in a slide layout ?
- (a) Titles
  - (b) Lists
  - (c) Charts
  - (d) Animations
9. Long text can be broken down into many lines within a cell. You can do this through :
- (a) Wrap Text in Format >> Cells
  - (b) Justify in Edit >> Cells
  - (c) Text Wrapping in Format >> Cells, Layout tab
  - (d) All of the above
10. AutoCorrect was originally designed to replace ..... words as you type.
- (a) Short, repetitive
  - (b) Grammatically incorrect
  - (c) Misspelled
  - (d) None of the above

