B.A./B.Com./B.Sc.(Non-Computer)/B.B.A. III Semester Degree Examination, March/April - 2022
COMPUTER SCIENCE
Fundamentals of Computer and MS-Office

Time : 3 Hours

Maxim

SECTION - A

Answer **any ten** questions. Each question carries **2** marks.

1. Define Computer.

2. Name any two Input devices.

3. Who is the father of Computer ?

4. What is software ?

5. Name the types of Computer Language.

6. What is operating system ?

7. What is Desktop ?

8. What is Word Processor ?

9. Write short-cut keys for cut and paste.

10. What is worksheet ?

11. What is cell in excel ?

12. What is presentation ?

SECTION - B

Answer **any four** questions. Each question carries **5** marks　　　　4x5=20

13. Draw a neat block diagram of computer and mention the parts

14. Compare Compiler and Interpreter

15. What is Folder ? Write the procedure of creating Folder.

16. Write steps to save the document in MS-Word

17. What is chart ? Write different type of charts in MS-Excel

18. How do you apply slide transitions ?

SECTION - C

Answer **any three** questions. Each question carries **10** marks.　　　3x10=30

19. Write a short note on Computer generation.

20. Explain different types of Computer Language.

21. Define the followings
    a. My Computer
    b. My Document
    c. Recycle Bin
    d. Desktop
    e. File

22. Explain mail-merge in MS-Word

23. With example explain any five functions in Excel.

- o O s -