

2008-09

Time : 3 hours

Full Marks : 80

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Answer from **both** the Groups as directed.

Group – A

(Compulsory)

Answer **all** questions : $2 \times 10 = 20$

1. Write True / False :

- (a) UNIX is an OS (Operating System).
- (b) BASIC and COBOL are Programming Languages.
- (c) Printer is an Output Device.
- (d) Control Unit and ALU are internal parts of CPU.
- (e) ROM is a volatile memory.

(f) DIR and COPY are MS-DOS commands.

Fill in the blanks :

(g) A hybrid computer is a combination of both _____ and _____ computers.

(h) An assembly language program contains _____ hence it is also called mnemonical language.

(i) _____ is a translator which accepts high level language program as input and produces machine code as output.

(j) EPROM stands for _____ .

Group – B

(Long Type Questions)

Answer any **four** questions.

2. What is a Computer ? Discuss the history and evolution of computers in brief. 15
3. Give a block diagram of a computer and explain any one unit in detail. 15
4. What do you mean by computer programming ?

(Short Type Questions)

How many types of computer programming languages are there ? 15

5. How will you display the system information of your computer ? 15
6. Create a data file containing Name, Prog-of-Study, Address, City, Pincode etc (minimum 10 students). Also create an invitation letter for the students.

Use Mail Merge feature of MS-WORD that creates invitation letter for each student using the data file created. (Write steps only). 15

7. Create a Power Point Presentation (PPT) of five slides highlighting your BBA programme using MS-POWER POINT. The first slide should have two column bulleted text, another having clip-art, one having a table and the last two having drawing and pictures. All the slides should have simple animation. (Write steps). 15
8. How many types of referencing are there in MS-EXCEL ? Explain them with example. 15

(Short Type Questions)

9. Write short notes on the following : 15
- (a) Mouse
 - (b) Menu Bar
 - (c) Folder
 - (d) Recycle bin

10. Write short notes on the following : 15
- (a) Macro
 - (b) Keyboard shortcuts
 - (c) Bookmark
 - (d) Internet

