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(21218)

Roll No.

B. Sc.(Com. Sc.)- I Sem.

NP-3575

B. Sc. (Computer Science) Examination,

Dec. 2018

Computer Fundamental MS-Windows and

MS-Office Tools

(BCS-104)

Time : Three Hours]

[Maximum Marks : 75

Note : Attempt questions from all Sections as per instructions.

Section-A

(Very Short Answer Questions)

Answer all the *five* questions. Each question carries 3 marks. Very short answer is required. $3 \times 5 = 15$

(2)

1. What are the various chart options available in MS-Excel ?
2. Define the following :
 - (a) Interpreter
 - (b) VDU.
3. What is a Cache memory ?
4. Differentiate between Flop-Disk and CD-ROM.
5. What is Static memory ?

Section-B

(Short Answer Questions)

Answer any *two* questions out of the following three questions. Each question carries $7\frac{1}{2}$ marks. Short answer is required. $7\frac{1}{2} \times 2 = 15$

6. Explain the different types of charts used in MS-Excel.

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7. Define formatting features of word processor.
8. Convert the following to their decimal equivalent :
(10011100)₂, (7325)₈, (ABCD)₁₆, (EDCBA)₁₆.

Section-C

(Detailed Answer Questions)

Answer any *three* questions out of the following five questions. Each question carries 15 marks. Answer is required in detail. $15 \times 3 = 45$

9. Briefly explain any five Built in functions used in Spreadsheet with example.
10. Explain the working of light pen and also discuss the block diagram of computer system in detail.
11. What is e-mail ? Explain mail merge in MS-Word.

(4)

12. (a) Define normal view and page layout view of a document and differentiate from each other. $7\frac{1}{2}$
(b) Explain the advantages and areas of use of Power-Point. $7\frac{1}{2}$
13. Explain the features of MS-Access. Create a table in MS-Access by explain its procedure.