

Roll No.

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Annual Examination, 2016

B. Sc. I

ADD-ON-COURSE INFORMATION TECHNOLOGY

Paper I

[Fundamentals of IT and PC Software]

TIME — 3 Hours)

(M. M. — 50

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NOTE : Attempt all sections.

Section 'A'

Choose the correct answer :

5 × 2 = 10

1. The brain of any computer system is :

- (a) ALU,
- (b) Memory,
- (c) CPU,
- (d) Control Unit.

P. T. O.

(2)

2. In MS-Power point in order to see all the slides on the screen use :

- (a) View, Slide sorter,
- (b) View, Slide,
- (c) View, Master,
- (d) View, Slide Master.

3. The date and time displays on :

- (a) Task bar,
- (b) Status bar,
- (c) System Tray,
- (d) Launch Pad.

4. This key F12 opens as :

- (a) Save as dialog box,
- (b) Open dialog box,
- (c) Save dialog box,
- (d) Close dialog box.

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(3)

5. You can active a cell by :

- (a) Pressing the Tab key,
- (b) Clicking the cell,
- (c) Pressing an arrow key,
- (d) All of the above.

Section 'B'

5 × 3 = 15

NOTE : Write the short answer with the word limit 75-100 words.

6. What is computer ? Write its application also.

Or

Write the usage and benefits of computer ?

7. Write the steps to add objects in slide.

Or

Write the short notes on slide transitions.

8. Write the hardware requirements for running various version of windows.

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P. T. O.

(4)

Or

Write the short notes on My Computer.

9. What is word processing ? Write the advantages of word.

Or

Discuss the header and footer of word.

10. Define spreadsheet. Write the advantages of Electronic worksheet.

Or

How to do protection of MS-Excel worksheet.

Section 'C'

5 × 5 = 25

11. Explain the architecture of computer in brief.

Or

Describe the Output Devices.

12. Discuss the slide-show features of power-point.

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(5)

Or

Explain the animations and linking in power point.

13. Explain the windows accessories in detail.

Or

Describe the file manager accessories in windows.

14. What is mail-merge ? Explain.

Or

How can we create and run a Macro ?

15. Discuss the type of graph in MS-Excel.

Or

What is range ? Describe the range related operations.

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