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| <b>F-1739</b> |
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| <b>Sub. Code</b> |
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| <b>7BSOA1</b> |
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**U.G. DEGREE EXAMINATION, APRIL 2019**

**Software**

**Allied — FUNDAMENTAL OF COMPUTER**

**(CBCS – 2017 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A**

(10 × 2 = 20)

Answer **all** questions.

1. List the characteristics of Computer.
2. What is primary memory?
3. Comment on Data processing.
4. List the basic data types.
5. What is an operating system?
6. Write the use of screen saver.
7. Why Word processing software?
8. What is workgroups?
9. List the ways to run a slide presentation.
10. Writ any two features of power point.

**Part B**

(5 × 5 = 25)

Answer **all** questions choosing either (a) or (b).

11. (a) Explain the generations of computers.

Or

- (b) Write short notes on Components of Computer.

12. (a) Write basic concepts of data processing.

Or

- (b) Explain the representation of data and information.

13. (a) Explain the basic components of Windows.

Or

- (b) How to copying and moving files and folders?

14. (a) Explain font window dialog box in Ms Word.

Or

- (b) Write the steps for mail merge.

15. (a) How to create and publish a web presentation?

Or

- (b) Write short notes on visual elements in MS-Power Point.

**Part C** $(3 \times 10 = 30)$ Answer any **three** questions.

16. Discuss about primary and secondary memory in detail.
  17. How to store the data and information as files?
  18. Explain the following.
    - (a) Types of Icon (2)
    - (b) Desk top (2)
    - (c) Title bar (2)
    - (d) Control panel (2)
    - (e) Property Window. (2)
  19. Discuss the following
    - (a) Creation of letters and labels (5)
    - (b) Creation of tables. (5)
  20. Explain slide show menu in power point.
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