

<b>F-2754</b>
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<b>Sub. Code</b>
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<b>7BSOA1</b>
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**U.G. DEGREE EXAMINATION, NOVEMBER 2019**

**Software**

***Allied* — FUNDAMENTALS OF COMPUTER**

**(CBCS – 2017 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A**

(10 × 2 = 20)

Answer **all** questions.

1. Define Computer.
2. List the characteristics of computer.
3. What is data processing?
4. Comment on information.
5. List the functions of operating system.
6. What is screensaver?
7. Write the shortcut key to save a file.
8. What is table in MS-Word?
9. Mention the use of presentation file.
10. Comment on .potx.

**Part B****(5 × 5 = 25)**

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

11. (a) Give a brief note on generations of computers.

Or

- (b) Write short notes on computer memory.

12. (a) Explain basic data types.

Or

- (b) How to represent data or information?

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

Or

- (b) How can you copy and move files and folders?

14. (a) How to draw chart in MS-Word?

Or

- (b) Write short notes on Macros in MS-Word.

15. (a) How to enhance a presentation?

Or

- (b) Write the steps to modify a presentation.

**Part C****(3 × 10 = 30)**

Answer any **three** questions.

16. Discuss various types of input devices.
17. Elucidate the concepts of data processing in detail.

18. Describe the functions of control panel.
  19. What is mail merge? Elaborate in detail.
  20. How to create and publish a web presentation?
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