

Roll No. : .....

Total No. of Questions : 11 ]

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# SA-117

**B.A. (Part-III) DUE Part-I Suppl. Examination, 2021**

## COMPUTER APPLICATION

Paper - I

**(Computer Fundamentals and PC Software)**

*Time : 1½ Hours ]*

*[ Maximum Marks : 65*

### Section-A

**(Marks : 1½ × 10 = 15)**

*Note :-* Answer all *ten* questions (Answer limit **50** words). Each question carries 1½ marks.

### Section-B

**(Marks : 4 × 5 = 20)**

*Note :-* Answer all *five* questions. Each question has internal choice (Answer limit **200** words). Each question carries **4** marks.

### Section-C

**(Marks : 10 × 3 = 30)**

*Note :-* Answer any *three* questions out of five (Answer limit **500** words). Each question carries **10** marks.

### Section-A

1. (i) Explain any *two* Output Devices.

(ii) What is Mini Computer ?

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- (iii) Difference between Compiler and Interpreter.
- (iv) What is Recycle Bin ?
- (v) How many types of Alignment available in MS Word ?
- (vi) Any *two* features of MS Word.
- (vii) Explain Cell Reference.
- (viii) What is MACRO in MS Excel ?
- (ix) How can we change background colour of Presentation ?
- (x) STEP to formatting a Presentation.

### **Section–B**

- 2. What do you mean by Booting and how many types of it ?
- 3. What is Software and how many types of it ?

*Or*

Explain features of Windows.

- 4. How many types of view available in MS Word ?

*Or*

Explain the following terms :

- (a) Paste Special
  - (b) Find and Replace
- 5. What is Function ? Explain any *four* functions with example.
  - 6. How can we add effect to the Presentation ?

*Or*

What is Slide Transaction ?

### Section-C

7. Explain Block Diagram and component of Computer System.
8. Explain the following terms :
  - (a) Disk Cleanup
  - (b) Explorer
  - (c) Compiler
  - (d) Assembly Language
9. Explain Mail-merge in detail.
10. What is Chart ? How can we create it ? Explain all steps of it.
11. How to formatting a Presentation ?

*Or*

Explain different Presentation Template.