

9. Explain various types of Graphs used that can be drawn in MS-Excel. Also discuss various steps to display and print Graphs in MS-Excel.

Roll No. ....

**91605**

**B. Com. 2nd Semester (Pass Course)**

**w.e.f Session 2014-15**

**Examination – May, 2016**

**BASICS OF COMPUTER-II**

**Paper : 2.06**

**Time : Three Hours ]**

**[ Maximum Marks : 50**

*Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard, will be entertained after examination.*

**Note :** Attempt *five* questions in all, by selecting *one* question from each Unit. Question No. 1 is *compulsory*. All questions carry equal marks.

1. (a) What do you mean by Generation in Computer Terminology?
- (b) Compare Computer and human beings.
- (c) Why do Computers need an operating system ?

91605-13900-(P-4)(Q-9)(16) (4)

91605-13900-(P-4)(Q-9)(16)

P. T. O.

(d) What are the operations performed by My Computer ?

(e) What are the various elements of Excel window ?

### UNIT – I

2. What are the different types of computers ? Explain in detail some of the Computer Applications in different areas.

3. What do you mean by Digital Computer ? Explain its essential components with the help of a block diagram. Discuss the function of each unit.

### UNIT – II

4. What is GUI ? Describe the main features and functions of Windows Operating System.

5. Differentiate between :

(a) Single-user operating system and multi-user operating system.

(b) Compiler and Assembler.

(c) Application Software and System Software.

91605-13900-(P-4)(Q-9)(16) ( 2 )

### UNIT – III

6. Write short notes on :

(a) Control Panel

(b) Recycle Bin

(c) Task Bar

(d) My Computer

(e) Desktop

7. What are the facilities available in Windows Explorer to manage files and directories ? Explain with the help of examples.

### UNIT – IV

8. (a) What are Macros ? How will you record and run a Macro ? Illustrate with an appropriate example.

(b) What do you mean by MS-Excel ? Explain the steps and commands with help of a suitable example to create and save a worksheet in MS-Excel.

91605-13900-(P-4)(Q-9)(16) ( 3 )

P. T. O.