

Roll No. ....

**91059**

**B. Sc. (Ist Sem.) Maths (Honours)**

**Examination – December, 2015**

**COMPUTER FUNDAMENTAL & MS OFFICE**

**Paper : BHM-116**

Time : Three Hours ]

[ Maximum Marks : 60

*Before answering the question, 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, selecting one question from each Section I to IV. Question No. 9 (Section - V) is compulsory. All questions carry equal marks.*

**SECTION - I**

1. Define Computer. Describe its various classification.12
2. Differentiate between : 3 × 4 = 12
  - (i) Primary and secondary memory
  - (ii) Application and system software
  - (iii) Magnetic disk and magnetic tape

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P. T. O.

- (b) What are different graphs available in MS-Excel ?
- (c) Define range in MS-Excel Worksheet.
- (d) Describe input device, mouse.
- (e) What is Taskbar ?
- (f) What is the difference between move and copy operation ?

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### SECTION - II

3. Describe in detail, various classification available under control panel. 12

4. (a) Describe various features of power point. 6

- (b) Explain various steps to apply animation effects to objects. 6

### SECTION - III

5. What is MS-Word ? Explain its various features. 12

6. What do you mean by Formatting ? Explain various methods of formatting available in MS-Word. 12

### SECTION - IV

7. (a) What is macro ? Write steps to create and run a macro. 8

- (b) Explain various data types used in Excel. 4

8. Explain various types of functions used in Excel, also explain various methods of using functions in Excel. 12

### SECTION - V

9. (a) What do you mean by cache memory ?  $6 \times 2 = 12$

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