Roll No ....

MCADD-101

M.C.A. (Integrated), I Semester

Examination, June 2020

Fundamental of Computer Science and IT

Time : Three Hours

Maximum Marks : 70

Note: i) Attempt any five questions.
  ii) All questions carry equal marks.

1. a) Draw the block diagram of a computer. Explain each component.
   b) What is Software? Write the difference between system software and application software.

2. a) Define Operating System. Explain various features of Operating System.
   b) What are the basic components of Windows operating system? Explain display properties settings in control panel.

3. a) What is MS-Word? Explain various editing and formatting tools of MS-Word.
   b) What is MS-PowerPoint? Explain various features of MS-PowerPoint in detail.

4. a) What do you mean by Memory? Differentiate between RAM and ROM with their merits and demerits.
   b) What is electronic Spread Sheet? Explain various editing and formatting operations in MS-Excel.

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5. a) What is template and wizard? Explain in detail.
   b) Explain auto-correct and auto-complete on MS-Word.

6. a) What is Mail-Merge? Explain the steps to create a Mail-Merge document.
   b) What is Macro? Explain linking and embedding of an object.

7. a) What is Master Slide? How to insert sound in a slide?
   b) Explain different types of charts in Excel.

8. Write short notes on following (any three)
   a) Primary and secondary memory
   b) Custom Animation
   c) Quick Access tool bar
   d) Input and output devices

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