

PARUL UNIVERSITY
FACULTY OF APPLIED SCIENCE
B.Sc. Winter 2017-18 Examination

Semester: 1**Subject Code: 11100103****Subject Name: Basic of Computer Application****Date: 20/12/2017****Time: 10:30am to 01:00pm****Total Marks: 60****Instructions:**

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1. A) Write Brief note. (08)

- (a) What is Computer? Explain Computer Organization.
- (b) What is Conditional Formatting? Explain various Conditional Formatting option in Excel.

Q.1. B) Answer the following questions (Any two) (04)

- (a) **Write answer the following question. (04)**
 1. Difference between Data and information.
 2. Explain Drawing Toolbar in MS-WORD.
- (b) **Write answer the following question. (04)**
 1. Explain the First Generation of Computer?
 2. Draw and explain Format Menu in Excel.
- (c) **Write answer the following question. (04)**
 1. Difference between Input Device and Output Device.
 2. Explain any five Mathematical Function in excel.

Q.2. A) Answer the following questions. (04)

- (a) **Write answer the following question. (04)**
 1. Write a short note on different types of Monitor.
 2. Explain types of Toolbar in MS-WORD.
- (b) **Write answer the following question. (04)**
 1. Write a note on Custom Animation in MS PowerPoint.
 2. What is Paragraph and Document Formatting? Explain the Different types of Alignment in MS-WORD.

Q.2. B) Answer the following questions (Any two) (03)

- (a) **Multiple choice questions. (03)**
 1. Which is the main function of CPU in a computer system?
(A) Storing the data (B) Programming the computer
(C) Transfer data to Output device (D) Processing the data
 2. ALU is
(A) Arithmetic Logic Unit (B) Array Logic Unit
(C) Application Logic Unit (D) None of above
 3. Ctrl + v is used to
(A) Copy the selected text (B) Cut the selected text
(C) Print the selected text (D) Paste the selected text
- (b) **Multiple choice questions. (03)**
 1. Which of the following memories is used to store data permanently?
(A) Primary memory (B) Secondary memory
(C) Cache memory (D) Register
 2. Which of the following is not an internal component of CPU?
(A) Arithmetic unit (B) Logic unit
(C) Interface unit (D) Control unit

3. Each excel file is called a workbook because
- (A) It can contain text and data (B) It can be modified
 (C) You have to work hard to create it
 (D) It can contain many sheets including worksheets and chart sheets

(c) Multiple choice questions.

1. Which of the following device is not an input device?
 (A) Scanner (B) Keyboard
 (C) Printer (D) Joystick
2. Which is not a font style?
 (A) Bold (B) Superscript
 (C) Italic (D) Regular
3. How are data organized in a spreadsheet?
 (A) Lines and spaces (B) Layers and planes
 (C) Rows and columns (D) Height and width

Q.3. A) Answer the following questions. (08)

- (a) List and explain the different Classification of Computers.
 (b) List different types of Charts in Excel and explain any four Charts in detail.

Q.3. B) Answer the following questions (Any two)

(a) Write answer the following question. (04)

1. List and explain the Disadvantage of Computer.
 2. Write about any six short cuts keys in Microsoft office.

(b) Write answer the following question. (04)

1. List and explain the Operation that can be performed using Pointer Device.
 2. Write a note on "Mail-Merge" in MS WORD.

(c) Write answer the following question. (04)

1. Difference between Impact Printer and Non impact Printer.
 2. What is Data Validation? Explain Setting tab in Data Validation in detail.

Q.4. A) Answer the following questions.

(a) Write answer the following question. (04)

1. Explain Page Setup, Header and Footer in MS-WORD.
 2. Explain Primary Memory and Secondary Memory.

(b) Write answer the following question. (04)

1. Explain Third Generation of Computer in detail.
 2. What is Goal Seek? Explain with example.

Q.4. B) Answer the following questions (Any two)

(a) Multiple choice questions. (03)

1. Which technology was used in the second generation of computer?
 (A) Transistors (B) Vacuum tubes
 (C) ICs (D) All of the above
2. Portrait and Landscape are
 (A) Page Orientation (B) Paper Size
 (C) Page Layout (D) All of above
3. Formula in Excel a start with
 (A) # (B) =
 (C) % (D) +

(b) Multiple choice questions. (03)

1. Which Component of the computer is known as the brain of computer?
 (A) Monitor (B) CPU
 (C) Memory (D) None of the above

2. By default, on which page the header or the footer is printed?
(A) on alternate page (B) on first page
(C) on every page (D) none of the above
3. Short cut Ctrl + P used to
(A) Open Paragraph Dialog Box (B) Open Page Format Dialog Box
(C) Open Save Dialog Box (D) Open Print Dialog box

(c) **Multiple choice questions.**

(03)

1. Which of the following device is not a pointing device?
(A) Joystick (B) Mouse
(C) Trackball (D) Speaker
2. Which of the following is a non-impact printer?
(A) Daisy wheel printer (B) Dot matrix printer
(C) Laser printer (D) All of the above
3. To add hyperlink during a slide presentation, what do you press?
(A) Tab (B) Ctrl + K
(C) Ctrl + h (D) All of above