

PARUL UNIVERSITY
FACULTY OF APPLIED SCIENCE
B.Sc. Winter 2018-19 Examination

Semester: 1
Subject Code: 11100103
Subject Name: Basics of Computer Application

Date: 18/ 12/ 2018
Time: 10:30 am to 1:00 pm
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. (Each of 04 Marks) (08)**
- (a) Write a short note on different components of computer with labeled diagram.
 - (b) What is Paragraph and Document Formatting? Explain the Different types of Alignment in MS-WORD.
- Q.1. B) Answer the following questions (Any two) (04)**
- (a) **Write answer the following question. (Each of 02 Marks) (04)**
 1. Difference between Data and information.
 2. Draw Format menu in Excel.
 - (b) **Write answer the following question. (04)**
 1. List the types of Computer generation. Explain any one in detail.
 - (c) **Write answer the following question. (04)**
 1. Draw a neat Diagram of screen of MS-WORD.
- Q.2. A) Answer the following questions. (04)**
- (a) **Write answer the following question. (Each of 02 Marks) (04)**
 1. Write a short note on different types of Monitor.
 2. Write a short note on mail merge in MS-WORD.
 - (b) **Write answer the following question. (04)**
 1. List and explain the Operation that can be performed using Pointer Device.
- Q.2. B) Answer the following questions (Any two) (03)**
- (a) **Multiple choice questions. (Each of 01 Mark) (03)**
 1. Which is not a font style?

| | |
|------------|-----------------|
| (A) Bold | (B) Superscript |
| (C) Italic | (D) Regular |
 2. ALU is

| | |
|----------------------------|----------------------|
| (A) Arithmetic Logic Unit | (B) Array Logic Unit |
| (C) Application Logic Unit | (D) None of above |
 3. Which of the following memories is used to store data Temporary?

| | |
|--------------------|----------------------|
| (A) Primary memory | (B) Secondary memory |
| (C) Cache memory | (D) Register |
 - (b) **Multiple choice questions. (Each of 01 Mark) (03)**
 1. Ctrl + x is used to

| | |
|-----------------------------|-----------------------------|
| (A) Copy the selected text | (B) Cut the selected text |
| (C) Print the selected text | (D) Paste the selected text |
 2. 1 Byte =?

| | | | |
|------------|------------|------------|------------|
| (A) 8 bits | (B) 4 bits | (C) 2 bits | (D) 9 bits |
|------------|------------|------------|------------|
 3. Which of the following device is not an input device?

| | |
|-------------|--------------|
| (A) Scanner | (B) Keyboard |
| (C) Printer | (D) Joystick |
 - (c) **Multiple choice questions. (Each of 01 Mark) (03)**
 1. "MAN" stands for

| | |
|--------------------------|-------------------------------|
| (A) Maximum Area Network | (B) Minimum Area Network |
| (C) Main Area Network | (D) Metropolitan Area Network |
 2. 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 |

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. . (Each of 04 Marks) (08)

- (a) What is Computer? List and explain the different classification of computers.
 (b) What is conditional Formatting? Explain various conditional Formatting option in Excel.

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

(a) Write answer the following question. (Each of 02 Marks) (04)

1. Discuss briefly the various characteristics of computer.
 2. Difference between Impact Printer and Non impact Printer.

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

1. Explain the different functions available in MS-Excel.

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

1. Write a note on features and uses of MS- PowerPoint.

Q.4. A) Answer the following questions.

(a) Write answer the following question. (Each of 02 Marks) (04)

1. Explain Page Setup, Header and Footer in MS-WORD.
 2. List different types of charts in excel and explain any two charts in detail.

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

1. Explain Primary Memory and Secondary Memory.

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

(a) Multiple choice questions. (Each of 01 Mark) (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. Which of the following device is not a pointing device?

- (A) Joystick (B) Mouse
 (C) Trackball (D) Speaker

(b) Multiple choice questions. (Each of 01 Mark) (03)

1. A CPU contains

- (A) a card reader and a printing device (B) an analytical engine and a control unit
 (C) a control unit and an arithmetic logic unit (D) an arithmetic logic unit and a card reader

2. PowerPoint presentations are widely used as

- (A) note outlines for teachers
 (B) project presentations by students
 (C) communication of planning
 (D) All of above

3. Short cut Ctrl + s 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. (Each of 01 Mark) (03)

1. Formula in Excel a start with

- (A) # (B) =
 (C) % (D) +

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. 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