Enrollment No:_____ Seat No:_____

PARUL UNIVERSITY

FACULTY OF ARTS

B.Arts Winter 2017 – 18 Examination

Semester: 2 Date: 01/01/2018

Subject Code: 15193156 Time: 10:30 am to 1:00 pm

Subject Name: Basics of Computer Applications Total Marks: 60

Instructions:

- 1. All questions are compulsory.
- 2. Figures to the right indicate full marks.
- 3. Make suitable assumptions wherever necessary.
- 4.

Star	t nev	v question	n on new page.	J .	
0.1	Do a	as directo	ed.		
_			ice type questions. (Eacl	of 0.5 mar	·k)
			the default file extension		
		a)	.pptx	b)	.xlsx
		c)	.docx	d)	None of the above
	2.	Ctrl + z	is the shortcut for		
		a)	Redo last action	b)	Undo last action
		c)	Insert blank page	d)	None of the above
	3.		rsection of column and ro		
		a)	Row	b)	Cell
		c)	Column	d)	Function
	4.	Which to	erm among these is related	d to the data	base
		a)	Document	b)	Table
		c)	Function	d)	None of the above
	5.	Which o	of the following is an Ema	il Client Sof	tware
		a)	MS Access	b)	MS Outlook
		c)	MS Excel	d)	None of the above
	6.	While se	ending an email, <i>To</i> field r	epresents th	e email of
		a)	Receiver	b)	Sender
		c)	Third Party	d)	None of the above
	7.	The short	rtcut key to permanently d	lelete a file i	S
		a)	Ctrl + Del	b)	Shift + Del
		c)	Alt + Del	d)	None of the above
	8.		al calculations can be don	e using	
		a)	MS PowerPoint	b)	MS Access
		c)	MS Word	d)	MS Excel
	9.	MP3 is t	the extension of which kin	d of files	
		a)	image	b)	video
		c)	audio	d)	text file
	10.	Which a	mong the following doesn	n't match wi	th others
		a)	Avast	b)	Chrome
		c)	Safari	d)	Firefox
	11.		ly language is		
		a)	Higher level language	b)	Lower level language
		c)	Machine language	d)	None of the above
	12.		ll MS Word responds to a		
		a)	A red wavy line under th	e word	b) A blue wavy line under the word

d) None of the above

b) MS Word

d) None of the above

c) A green wavy line under the word

13. To create a business letter we should use

a) MS Access

c) MS PowerPoint

(08)

14. Which is the feature of MS Excel	which is used to visually represent information?				
a) Formula	b) Function				
c) Chart	d) None of the above				
15. Rows in MS Excel are numbered	with				
a) 1, 2, 3,	b) A, B, C,				
c) A1, A2, A3,	d) None of the above				
16. Animations and Transactions are	,				
a) MS Word	b) MS Excel				
c) MS PowerPoint	d) None of the above				
,	,	(07)			
· · · · · · · · · · · · · · · · · · ·	arts/ Graphs/ Tables, etc. (Each of 01 mark)	(07)			
 4 Byte = bits USB Drive is which type of storage 	7a?				
3. What is the full form of WWW?	36:				
4. A computer only understands bina	ary Janguage (True / False)				
5. What is a record in MS Access?	if y failiguage. (True / Taise)				
6. What is the fundamental difference	e between data and information?				
7. What is the full form of CC and B					
Q.2 Answer the following.	Ce in the context of E Man.				
A. Define following:		(04)			
a. Instruction		(04)			
b. Program					
c. Software					
d. Hardware					
B. Explain any two input and output dev	vices in brief with examples.	(04)			
C. Explain following in brief.	r	(04)			
a. Firewall		(-)			
b. Antivirus					
	OR				
C. Enlist any four guidelines to create an	effective PowerPoint presentation.	(04)			
Q.3 Answer the following.					
A. Explain difference between primary and secondary storage in detail.					
B. Explain Microcomputer and Supercomputer along with their applications.					
C. Define search engines. Explain following terms in the context of search engines.					
a) Keyword					
b) Spider					
c) Hit					
d) Search box					
	OR				
C. Differentiate Higher level languages	and lower level languages.	(05)			
Q.4 Answer the following.		(06)			
A. Explain the functional architecture of computer with appropriate block diagram.					
B. Define multimedia. Explain any five applications of multimedia with examples.					
C. Define computer networks. Explain following types of networks along with their application.					
1) LAN					
2) MAN					
3) WAN	OD				
C Fully and found 1	OR	(0.0)			
C. Enlist any four features and any two ac	dvantages of MS Excel.	(06)			