

(i) Printed Pages : 2 Roll No.

(ii) Questions : 9 Sub. Code :

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Exam. Code :

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PGDCA 1st Semester

(2123)

COMPUTER FUNDAMENTALS

Paper : PGD-1101

Time Allowed : Three Hours] [Maximum Marks : 60

Note :—Attempt **ONE** question each from Units I, II, III & IV and Compulsory Question No. 9.

UNIT—I

1. (a) Define computer system along with its special features and components. 6
- (b) What is number systems ? Explain various Binary, Octal & Hexadecimal no. systems. 6
2. (a) What is Computer ? Classify it on the basis of size, architecture and chronology. 6
- (b) Write any two Input and two Output devices. 6

UNIT—II

3. (a) Explain any four internal and any four external DOS commands. 6
- (b) How are File Access Permissions granted through chmod, chown and chgrp commands. 6

4. (a) Explain any four windows operating system folders in detail. 6
- (b) Draw comparison of DOS, Windows and LINUX operating systems. 6

UNIT—III

5. (a) Define word processing. Explain its various menu Toolbars. 6
- (b) How do you work with tables in Word ? Explain. 6
6. (a) Write notes on spell-check and mail-merge. 6
- (b) Define Formatting. Exemplify various formatting features in detail. 6

UNIT—IV

7. (a) Why are spreadsheets used ? Explain its various operations for chart creation and usage. 6
- (b) Explain various features of presentation software in detail. 6
8. (a) Why and how are functions utilized in worksheets ? Explain various string, date and time functions. 6
- (b) How are presentations created and pictures as well as well audio and movies added to them ? Exemplify. 6

(Compulsory)

9. Explain :—
- (a) Autosum, Autofill 2
- (b) Views 2
- (c) Config.sys. 2
- (d) Any two Linux Commands 2
- (e) Thesaurus 2
- (f) Word Art. 2