

2125

B.Sc. Data Analytics (FYUP) First Semester
BDA-101: Fundamentals of Computers

Time allowed: 3 Hours

Max. Marks: 45

NOTE: Attempt five questions in all, including Question No. 9 (Unit-V) which is compulsory and selecting one question each from Unit I – IV.

x-x-x

UNIT - I

1. Define computer. Explain types and block diagram of computer in detail. (9)
2. a) Explain input devices of computers in detail. (5)
b) Explain types of software in detail. (4)

UNIT - II

3. a) What is word processing? Explain its features and significance in detail. (5)
b) How to insert header and footers in document? Explain with example. (4)
4. Elaborate mail merge and procedure to create a letter using mail merge? (9)

UNIT - III

5. a) Elaborate spreadsheet functions and its types in detail. (6)
b) How to open, create, save, print and close a spreadsheet? (3)
6. Define charts and explain line, pie and bar chart for a spreadsheet in detail? (9)

UNIT - IV

7. a) Explain significance of presentation and steps to add shapes and images? (5)
b) What is template? How to select a template for presentation slide? (4)
8. Explain animation with steps to add animation and transitions effects in presentation? (9)

UNIT - V

9. Elaborate: -
 - a) ROM and RAM
 - b) Bit and Byte
 - c) Autocorrect
 - d) Find and replace text
 - e) Cell Formula(2+2+2+2+1)

x-x-x