

AE-1059

B.A. (Part-I)
Term End Examination, 2016-17

COMPUTER APPLICATION

Paper - I

Computer Fundamentals &
Office Automation

Time : Three Hours] [*Maximum Marks* : 50

Note : Answer **all** questions. All questions carry equal marks.

Unit-I

1. What are the generations of computer system?
Explain in detail.

OR

Explain the following :

- (a) Characteristics of computer system
- (b) Block diagram of computer

(2)

Unit-II

2. What is operating system ? Explain the types of operating system.

OR

Explain the trends in PC software :

Unit-III

3. Explain the following with example :
- (a) TIME
 - (b) XCOPY
 - (c) DISKCOMP
 - (d) SYS
 - (e) CHKDSK

OR

Explain the versions of DOS in detail.

Unit-IV

4. In MS Word, explain the following :
- (a) Alignment
 - (b) Bullet & numbering
 - (c) Clip Art
 - (d) Macro

OR

(3)

What is the use of PowerPoint Presentation?
In MS PowerPoint, explain the following :

- (a) Creating chart and graph
- (b) Animating objects

Unit-V

5. Explain the following in MS-Excel :

- (a) Goal Seek
- (b) Freeze
- (c) Autofilter

OR

Explain working of functions of MS-Excel.
Describe any five mathematical functions
along with examples.
