



**B.A./B.Com./B.B.M./B.Sc (Non-Computer) III - Semester (CBCS)**

**Degree Examination, Nov./Dec. - 2018**

**COMPUTER SCIENCE**

**Fundamentals of Computers and MS-Office**

**Paper - 3.3**

**Time : 3 Hours**

**Maximum Marks : 70**

**SECTION - A**

a) Answer any Ten questions.

b) Each question carries Two marks.

**(10×2=20)**

1. What is Computer?
2. Write the types of Memory.
3. Expand ENIAC.
4. What is Application Software?
5. What is translator?
6. What is Operating Systems.
7. What is folder?
8. What is Word Processor?
9. Write the short cut keys for copy and print.
10. Write the number of rows and columns present in a worksheet.
11. What is Chart?
12. What is Presentation?



(2)

**SECTION - B**

- a) Answer any **Four** questions.
  - b) Each question carries **Five** marks.
13. Draw a neat Block diagram of Computer and mention the parts.
14. Write the types of Operating Systems.
15. What is window? Write any four features of windows.
16. What are features of MS Word?
17. Write a note on Find and Replace in MS Excel.
18. How do you apply Slide Transitions?

(4×5=20)

**SECTION - C**

- a) Answer any **Three** questions.
  - b) Each question carries **Ten** marks.
19. Write a short note on computer history.
20. Explain different types of computer languages.
21. Define the followings
- a) My computer
  - b) My document
  - c) Recycle bin
  - d) Desktop
  - e) File
22. What is Mail Merge? How do you merge two documents?
23. Explain any five functions of MS Excel with syntax and example.

(3×10=30)

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