



**III Semester B.A./B.Com./B.Sc.(Non-Computer)/B.B.A.
Degree Examination, November/December 2019**

COMPUTER SCIENCE

**Paper 3.3 — Fundamentals of Computer and Ms-Office
(CBCS)**

Time : 3 Hours

Max. Marks : 70

SECTION – A

I. Answer **any ten** questions. Each question carries **2** marks : **(10 × 2 = 20)**

1. Define Computer.
2. Name any two output devices.
3. Expand EDVAC.
4. What is Software?
5. Name types of Computer Languages.
6. Define Windows.
7. What is Recycle Bin?
8. What is Mail Merge?
9. Write shortcut keys for cut and paste.
10. What is Worksheet?
11. Define Chart.
12. What is MS Power Point?

SECTION – B

II. Answer **any four** questions. Each question carries **5** marks : **(4 × 5 = 20)**

13. What are the characteristics of computer?
14. Write the types of Operating System.
15. What is Folder? Write the procedure of creating Folder.
16. Write steps to save the document in MS Word.
17. Explain any three types of charts in MS Excel.
18. How do you apply slide transition effect?



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SECTION - C

III. Answer **any three** questions. Each question carries **10** marks : **(3 × 10 = 30)**

19. Explain fundamental block diagram of computer.
 20. What is translator? Explain different types of it.
 21. How do you print a document in MS Word? Explain.
 22. Explain any five functions of MS Excel with syntax and example.
 23. Explain different types of MS Power Point Views.
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