



**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

(New)

Time : 3 Hours

Max. Marks : 80

SECTION – A

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

1. What is Computer?
2. Expand CPU, ROM.
3. Write the types of memory.
4. Name the types of software.
5. Write the shortcut key for Copy, Paste.
6. What is Windows?
7. What is Folder?
8. What is MS Word?
9. Write the difference between Save and Save As.
10. What is Workbook?
11. What is Chart?
12. What is MS Power Point?

SECTION – B

II. Answer **any three** from the following : **(3 × 5 = 15)**

13. Write the features of First Generation of Computer
14. How do you copy or move files in My Computer?
15. How do you save documents in MS Word?
16. Write the procedure of inserting charts.
17. Write a note on Slide Sorter View.

10908

SECTION - C

(3 × 15 = 45)

III. Answer **any three** from the following :

18. Explain Fundamental block diagram of Computer.
 19. Explain different types of Computer Languages.
 20. What is Table? Write the procedure to insert table.
 21. Explain any five functions of MS Excel with syntax and example.
 22. Explain different types of MS Power Point Views.
-