



**Third Semester B.Com./B.A./B.B.M./B.Sc. (Non-Computer) Degree
Examination, Nov./Dec. 2017
Paper – 3.3 : FUNDAMENTALS OF COMPUTERS AND MS-OFFICE
(CBCS-New)**

Time : 3 Hours

Max. Marks : 70

SECTION – A

- a. Answer **any ten** questions. (2×10=20)
b. **Each** question carries **2** marks.
1. Expand RAM.
 2. Define computer.
 3. Name any two output devices.
 4. What is software ?
 5. Define the term loader.
 6. What is the purpose of copy command in dos ?
 7. What is desktop ?
 8. Define folder.
 9. Write any two features of Microsoft word.
 10. Write short cut keys for save and paste.
 11. What is cell in excel ?
 12. What is power point ?

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SECTION – B

- a. Answer **any four** questions. **(4×5=20)**
b. **Each** question carries **5** marks.
13. Write the features of minicomputer.
14. What is memory ? Write the different types of memories.
15. Compare compiler and interpreter.
16. Write the functions of operating system.
17. Explain different views in MS-Word.
18. What is chart ? Write different types of charts in MS-Excel.

SECTION – C

- a. Answer **any three** questions. **(3×10=30)**
b. **Each** question carries **10** marks.
19. Write a short note on computer generation.
20. What is language ? Explain different types of computer languages.
21. Explain the different parts of start menu.
22. Explain mail merge procedure in MS-Word.
23. With example explain any five functions in Excel.