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Roll No. ....

B. Sc.(Com. Sc.)- I Sem.

# NP-3575

**B. Sc. (Computer Science) Examination,**

**Dec. 2018**

**Computer Fundamental MS-Windows and**

**MS-Office Tools**

**(BCS-104)**

*Time : Three Hours]*

*[Maximum Marks : 75*

**Note :** Attempt questions from all Sections as per instructions.

### Section-A

**(Very Short Answer Questions)**

Answer all the *five* questions. Each question carries 3 marks. Very short answer is required.  $3 \times 5 = 15$

✓ 1. What are the various chart options available in MS-Excel ?

✓ 2. Define the following :

(a) Interpreter

(b) VDU.

✓ 3. What is a Cache memory ?

✓ 4. Differentiate between Flop-Disk and CD-ROM.

✓ 5. What is Static memory ?

### Section-B

**(Short Answer Questions)**

Answer any *two* questions out of the following three questions. Each question carries  $7\frac{1}{2}$  marks. Short answer is required.  $7\frac{1}{2} \times 2 = 15$

✓ 6. Explain the different types of charts used in MS-Excel.

- 7. Define formatting features of word processor.
- 8. Convert the following to their decimal equivalent :  
(10011100)<sub>2</sub>, (7325)<sub>8</sub>, (ABCD)<sub>16</sub>, (EDCBA)<sub>16</sub>.

**Section-C**

**(Detailed Answer Questions)**

Answer any *three* questions out of the following five questions. Each question carries 15 marks. Answer is required in detail. 15×3=45

- 9. Briefly explain any five Built in functions used in Spreadsheet with example.
- 10. Explain the working of light pen and also discuss the block diagram of computer system in detail.
- 11. What is e-mail ? Explain mail merge in MS-Word.

- 12. (a) Define normal view and page layout view of a document and differentiate from each other. 7½  
(b) Explain the advantages and areas of use of Power-Point. 7½
- 13. Explain the features of MS-Access. Create a table in MS-Access by explain its procedure.