

Roll No.

(09/20-I)

5545

B.A./B.Sc. EXAMINATION

(For Batch 2018 & Onwards)

(Second Semester)

BASIC COMPUTER COURSE

(For Re-appear Candidates Only)

CCEL-1

(Compulsory Computer Education) (Level-1)

Time : Three Hours

Maximum Marks : 35

Note : Attempt *Five* questions in all. Q. No. 1 is compulsory. All questions carry equal marks.

1. (a) Define Computer.
- (b) Explain Recycle Bin.
- (c) Write shortcut keys of Bold, Italics and Underline.

- (d) Write the extension of MS-Excel File and MS-Word File. 7×1=7
- (e) Explain URL with example.
- (f) Define slide show. Write its shortcut key.
- (g) What is the need of web browser ?
2. (a) What is the need of memory in Computer ? Explain memory Hierarchy. 3
- (b) Do the following conversions : 4
- (i) $(121)_{10} \rightarrow (?)_2$
- (ii) $(10100110101111)_2 \rightarrow (?)_{16}$
3. (a) Define Icon. Explain different types of icon. 2
- (b) What is the use of operating system in computers ? 3
- (c) Write down the steps to create a shortcut of a file. What is the difference between shortcut icon and file icon ? 2

4. (a) Explain the following using MS-Word :
- (i) Alignment of text
- (ii) Change case. 4
- (b) Define Table. Write down the steps to create a table with 6 columns and 4 rows in MS-Word. 3
5. What are the main features of Spread Sheet ? Explain SUM, AVERAGE, MAX and IF function with the help of an example. 7
6. Define Internet. What are its applications ? Explain different ways of connecting to internet. 7
7. What do you mean by e-Mail ? What are its advantages ? Discuss, how to send e-Mail to multiple users ? 7
8. (a) Write down the steps to create a presentation using templete. 4
- (b) Write down the steps to insert a slide and delete a slide in presentation. 3