



21323/C 230

Reg. No.

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**III Semester B.B.A.2 Degree Examination, November/December 2016
(Repeater)
FUNDAMENTALS OF COMPUTERS**

Time : 3 Hours

Max. Marks : 80

Instructions : 1) Write the question numbers **correctly**.
2) Section **C** is **compulsory**.

SECTION – A

Answer **any ten** of the following. **Each** question carries **two** marks. **(10×2=20)**

1. Expand UNIVAC and EDSAC.
2. What do you mean by hardware ?
3. Mention file extension of MS-Word 2007.
4. What do you mean by slide in PowerPoint ?
5. What is search engine ?
6. What is the use of scanner ?
7. What do you mean by cache memory ?
8. What is the use of spell check in MS-Word ?
9. Mention the short cut key used to create a new slide in MS-PowerPoint.
10. Write any two examples of web browsers.
11. Mention two categories of printers.
12. What do you mean by slide design ?

P.T.O.



SECTION – B

Answer **any five** of the following questions. **Each** question carries **8** marks. **(8×5=40)**

13. With neat diagram explain basic block diagram of a computer.
14. What is operating system ? Explain any four types of operating systems.
15. What is Animation ? With proper steps explain how to apply animation to any object in MS-PowerPoint.
16. Explain font formatting options we have in MS-Word.
17. What are the features/applications of internet ?
18. Explain the characteristics of the computer.
19. What is computer memory ? Explain the categories of memory.
20. Write short notes on **(any two)** :
 - a) Page formatting in MS-Word
 - b) E-mail
 - c) Output devices.

SECTION – C

Compulsory.

(10×2=20)

21. Prepare a invitation letter in MS-Word to invite 5 of your friends to your birthday party. Use mail merge and mention the steps in detail.
 22. Explain different slide layouts available in MS-PowerPoint.
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