

Know Subject Code—9055 as

**Computer Awareness (Under Graduate
Level) EXAMINATION**

(Main 2018 & Reappear 2017)

(Second Semester)

BASIC COMPUTER EDUCATION

COMPUTER AWARENESS

LI-(1)/CALI-101

Time : 3 Hours

Maximum Marks : 100

Note : Q. No. 1 is compulsory. Attempt *four* questions from four Units taking at least *one* question from each Unit. All questions carry equal marks.

1. (a) Compare the terms Browser and a Search Engine.
- (b) Are e-Mail addresses case-sensitive ?

(c) What is e-Mail ? What are the advantages of e-Mail ?

Knowledge and ideas

(d) How to change password ?

(e) What programme is used in MS-Word to check the spellings ?

Speller

Spellcheck

Outlook Express

All of these

None of these

(f) What is an OS ? Comment on the statement "OS acts as a good I/O interface".

(g) Write short note on any five applications of computer.

(h) What is difference between absolute and relative cell reference ?

(i) Compare the terms Files and Folder.

- (j) Define the terms **download** and **upload**
in interest. **10×2=20**

Knowledge and ideas

Unit I

2. (a) Explain the role of input and output devices in computer system. Explain working of any *one* input device and one output device. **10**
- (b) Draw a block diagram to illustrate the basic organization of computer system, and explain the functions of various units of computer system. **10**
3. (a) What is an Operating System ? What are the major functions of Operating System ? **10**
- (b) • Compare Magnetic and Optical Storage Device. Explain any one Magnetic and Optical Storage Device. **10**

Unit II

4. What are the usage of the following tools in MS Word :

- (a) Cross-reference
- (b) Print Preview
- (c) Foot note
- (d) Envelopes and Labels
- (e) Indentation of Paragraph. 20

5. Explain the role of the following in MS-Word :

- (a) Spell Checker
- (b) Mail Merge. 20

Unit III

6. Create and save a file as "TABLE" in MS Excel and prepare the following table. Write formulas for the operations (i)-(iv) based on the spreadsheet given below along with the relevant cell address :

	A	B	C	D	E	F	G
1	S. NO.	Name	Science	Maths	Computers	Total	Average
2	1	Swati	70	80	87	237	-
3	2	Mohan	90	98	89	277	-
4	3	Neehu	90	90	98	-	-
5	4	Sohan	60	76	79	-	-
6	5	Shreya	50	45	67	-	-
7	Max				-		
8	Total		-				

- (a) To calculate the Total Marks as sum of Science, Maths and Computers for each student and display them in column F.
- (b) To calculate the average marks for each student and display them in column G.
- (c) To calculate the highest marks in Computers and display it in cell E7.
- (d) To calculate the total number of students appearing for the Science test and display it in cell C8.

20

7. (a) How are charts useful in Excel?
 Compare any *three* chart types available in Excel. **10**
- (b) List out any *five* functions in Excel and explain their working. **10**

Unit IV

8. (a) Define the term Internet. Discuss any *four* services provides by Internet. **10**
- (b) What are the rules to create a valid e-Mail address? **10**
9. (a) What are the steps involved to create an e-Mail account? **10**
- (b) How to forward or re-send an e-Mail message to single user and multiple users? **10**