

Roll No. 213112300020

Exam Code : J-22

Subject Code—57160

**Computer Awareness (Under Graduate
Level) (Batch 2018 Onwards) (For First,
Second, Third Year) EXAMINATION**

(Main/Re-appear)

L1-(I)-BASIC COMPUTER EDUCATION

CALI 101/CALII 102

Time : 3 Hours

Maximum Marks : 100

Note : Q. No. 1 is compulsory. Out of remaining eight questions (divided in 4 Units), attempt *four* questions by selecting either *one* question from each Unit or by selecting *two* questions from any one Unit and remaining *two* questions from two different Units out of remaining three Units.

(2-35-9-0722) J-57160

P.T.O.

Compulsory Question

1. (a) What is a control panel ?
- (b) What is the difference between paste and paste special ?
- (c) What are the three most popular spreadsheet software ?
- (d) How are the cells addressed in Excel ?
- (e) What are the rules for e-Mail address syntax ?

5×4=20

Unit I

2. (a) Define the term memory in the context of computer. Explain the magnetic disk and magnetic tape storage organization.
10
- (b) Define Operating System. Write the name of five basic components of Microsoft Windows and explain their function in detail.
10
3. (a) Draw a block diagram of basic components of a computer system. Explain each component in detail. 10

- (b) What are the various objectives and functions of operating system ? Write a note on Microsoft Windows. 10

Unit II

4. (a) Explain in detail different formatting options available in Word. 8
- (b) What is mail merge feature in Word ? Explain its uses and write the steps for mail merge with the help of an example. 12

5. (a) Elaborate macros. Also discuss the uses of macro. 11
- (b) Explain the following : 9
- (i) Find the Replace
 - (ii) Spelling and Grammars Check
 - (iii) Word Art.

Unit III

6. (a) What are the different options to view a spreadsheet ? Also discuss the various options to enter text in a cell. 8

- (b) Explain the various types of chart methods in Excel with examples. 12
7. (a) With the help of syntax and suitable examples, explain the different types of mathematical and financial functions available in Excel. 12
- (b) Write a detailed note on manipulation of cells in Excel. 8

Unit IV

8. (a) What is Internet ? What are the different services available over the Internet ? Describe their uses. 10
- (b) What is web browser ? Explain in detail about the surfing the Internet using web browsers. 10
9. What is e-Mail and its purpose ? Explain the steps for creating an e-Mail Id, Viewing an e-Mail, sending an e-Mail and attaching the files in e-Mail messages. 20