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Total No. of Pages : 02

Total No. of Questions :09

B.Voc. (Child Caregiver) (Sem-2)
FUNDAMENTAL OF COMPUTER
Subject Code : BVOC-CCG-208
M.Code : 78040
Date of Examination: 28-11-2023

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. **SECTION-A** is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **FIVE** questions carrying **FIVE** marks each and students have to attempt any **FOUR** questions.
3. **SECTION-C** contains **THREE** questions carrying **TEN** marks each and students have to attempt any **TWO** questions.

SECTION-A

1. Write Briefly :

- a) What is the role of "Control Panel" in Windows?
- b) What is Data and Information?
- c) **Define :** (i) Nibble (ii) Bit (iii) Byte
- d) Differentiate between compiler and interpreter
- e) Write the binary and octal equivalent of hexadecimal number 7B8.
- f) What is the difference between primary and secondary memory?
- g) What is a wizard? How is it different from template?
- h) How clip art is inserted in MS-Word document?
- i) What is the difference between save and save as?
- j) Write a note on device driver.

SECTION-B

2. Briefly explain the various Input and Output Devices.
3. Write a note on MS PowerPoint. Briefly explain its features.
4. Explain the classification of computers.
5. Define Cell referencing, Ranges and functions in MS Excel.
6. What is Macro? What are its features? How can we insert Macros in a document?

SECTION-C

7. Explain the fundamental units of a computer with a block diagram.
8. Define operating system. Explain the various functions of operating system.
9. Discuss the use of Mail merge in MS word showing with an example.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.