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Total No. of Pages : 02

Total No. of Questions : 07

B.Sc. (Graphics & Web Designing) /(IT)/ BCA (Sem.-1)

FUNDAMENTALS OF COMPUTER AND IT

Subject Code : UGCA1902

M.Code : S76962

Date of Examination : 24-01-2025

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 **SIX** questions carrying **TEN** marks each and students have to attempt any **FOUR** questions.

SECTION-A

1. Write briefly:

- a) What is the difference between Hardware and Software?
- b) What are header and footer? How are they put in document?
- c) Write difference between RAM & ROM.
- d) Write various features of PowerPoint.
- e) Write steps to sort data in a Spreadsheet.
- f) What is a browser?
- g) What is a cell in MS-Excel?
- h) Differentiate between an Optical Mouse and Mechanical Mouse.
- i) Define E-commerce.
- j) What are utility programs?

SECTION-B

2. Draw a block diagram of a computer. Explain the function of each of the blocks.
3.
 - a) What is a wizard? How is it different from template?
 - b) Explain the main functions performed by the system software of a computer system.
4.
 - a) What is justification? Explain briefly the ways a paragraph in a MS-Word document can be justified.
 - b) Write steps to insert image in a PowerPoint slide.
5. Explain Electronic Payment system in detail.
6. **Write short note on:**
 - (a) What is cell reference? Explain its advantages.
 - (b) Convert $(C125)_{16}$ to $(?)_2$, $(?)_8$, $(?)_{10}$,
7. What is Macro in MS-Word? What are its features? How can we insert Macros in a document?

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.