

2209H002

SECTION –A (SHORT/OBJECTIVE TYPE QUESTIONS)
(10x1=10 Marks)

- A. Computer Memory
- B. Plotter
- C. Word Art
- D. $(1102)_2 = (?)_{10}$
- E. Compiler
- F. Creating Graph
- G. Name any four different storage devices.
- H. What is Cell and Cell address?
- I. Slide
- J. CHKDSK command

SECTION –B (ESSAY TYPE QUESTIONS)
(5x5=25 Marks)

- 1. What is Computer? What are the various characteristics of Computer? Explain various components of a digital computer system with a block diagram.

2209H002

- 2. What do you mean by Word Processing? Explain the advantages of using Word Processing Package. Discuss various Text formatting features in MS-Word.
- 3. Define Spreadsheet? Explain its applications.
- 4. What are different types of Input and Output devices? Write their features.
- 5. Discuss the purpose of following in MS-DOS : (2.5 X 2=5)
 - a. Internal Commands
 - b. External Commands
- 6. Write short note on the following: (2.5 X 2=5)
 - a. Moving and copying data
 - b. Creation of multiple columns of text
- 7. Briefly explain the steps for creating a Power Point presentation. What are the different types of slide layout available in MS-Power Point? Explain.
- 8. What is MS-Excel? Chart its main features and outline the relevance of these main features.

==END OF PAPER==