

Roll No.

(05/25)

5545

B.A./B.Sc. EXAMINATION

(For Batch 2018 to 2023 Only)

(Second Semester)

BASIC COMPUTER COURSE

CCEL-1

(Compulsory Computer Education)

(Level-1)

Time : Three Hours

Maximum Marks : 35

Note : Q. No. 1 is compulsory. Attempt *four* questions from rest of the seven questions. All questions carry equal marks (i.e 7 marks).

1. (a) Write full form of WWW.
- (b) Define computer.

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P.T.O.

(c) What is the extension of file in MS-Word ?

(d) Explain Desktop.

(e) What is the Shortcut Key of cut and copy ?

(f) What is an input unit ?

(g) How many rows and columns are there in MS Excel ? $1 \times 7 = 7$

2. Explain the components of a computer with diagram. 7

3. Convert the following numbers :

(a) $(756)_{10} = (?)_8$ 4

(b) $(5AC)_{16} = (?)_2$ 3

4. Write short notes on the following :

(a) Icons 2

- | | |
|-----------------|---|
| (b) Recycle Bin | 1 |
| (c) Task bar | 2 |
| (d) Macro | 2 |
5. Write down the steps to create, open and save a file in MS-word. 7
6. Explain any *five* functions of Excel with example. 7
7. What are the steps to make presentation ?
How can you format a slide in Powerpoint ? 7
8. Explain the following :
- | | |
|-----------------------|---|
| (a) Bookmark | 3 |
| (b) Hyperlink | 2 |
| (c) Internet Explorer | 2 |

