

Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer any TEN questions.

1. List any two applications of computers.
2. Mention auto correct options in MS Word?
3. Define word processor.
4. Convert  $282_{10}$  Binary.
5. Mention any two statistical functions in Excel.
6. How many rows and columns in Worksheet?
7. How will you delete a slide in Ms PowerPoint?
8. What is MS ACCESS?
9. Expand — RDBMS.
10. What do you mean by modem?
11. What is IP?
12. Write any features of C language.

11 M Com → Fundamentals of information

PART B — (5 × 5 = 25 marks)

Answer any FIVE questions.

13. Write short notes on Hardware devices.
14. Convert the following:
  - (a)  $219_{10}$
  - (b)  $1347_8$
  - (c)  $2CE_{16}$
15. Write the steps that you will take while creating your Bio-data using with MS Word.
16. Explain the various components of an Excel.
17. What are the different types of views in PowerPoint?
18. Explain the procedure to create a table using wizard.
19. State the advantages of Internet.

PART C — (4 × 10 = 40 marks)

Answer any FOUR questions.

20. Explain the components of a computer system with examples.
21. State and discuss about the features of MS Word.
22. Briefly explain the procedure for creation of charts in MS Excel.
23. Discuss about creating reports.
24. How will you send and receive a message in your E-mail account? Describe.
25. Explain the following:
  - (a) Audio
  - (b) Video
  - (c) MIDI
  - (d) Animation.