
INTRODUCTION TO COMPUTERS

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Explain about central processing unit and control unit of a computer.
2. How Y will you store large amount of data in computer?
3. What do you meant by workspace?
4. List out the two types of multiprocessing.
5. Mention the purpose of outline view and master document view.
6. How to find special characters?
7. Write short notes on naming cell ranges.
8. How to save a presentation?
9. What is a page layout?
10. List out the equipment for handling paper clipart.

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Write detailed notes on the following
 - (a) Page Layout
 - (b) Forms Generation.
12. What are the elements that require differentiation?
13. Explain in a detailed manner about navigating in power point.
14. Discuss in detailed about working with Tools in MS-Word.
15. How to create, save, import, Export and insert files in MS-Word? Explain with examples.
16. Describe about the program manager and the File manager.
17. Give a detailed description about output devices