

4184/DP1

MAY 2011

INTRODUCTION TO COMPUTERS

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Write notes on the following :
 - (a) Microcomputers
 - (b) Personal digital assistants (PDAS).
2. List out the types of ROM.
3. How to format a window?
4. Compare and contrast scroll boxes and scroll buttons with examples.
5. Mention the steps in creating a new style.
6. Explain in brief about Headers and Footers.
7. How to insert picture in MS-PowerPoint?

8. Define the following :
- (a) A relative cell reference
 - (b) A absolute reference.
9. What do you mean by proof reading?
10. Mention the steps in capturing Active Window.
17. Explain the following :
- (a) Speech input devices
 - (b) Touch screen
 - (c) Touch pad
 - (d) Light pen.

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Explain in detail about clip art and page layout programs.
12. Discuss in detail about the following :
- (a) Printers for DTP.
 - (b) Print production.
13. How to format numbers and text? Describe about printing the worksheet.
14. Give a detailed description and charts and graphs using suitable examples.
15. Write notes on features of windows 95, 98, and NT.
16. Describe about introduction to windows in detail.