

INTRODUCTION TO COMPUTERS

Time : Three hours

Maximum : 100 marks

PART A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Explain how Digital computers are classified?
2. Explain Memory unit of a computer.
3. Explain an Icon.
4. What are the File Manager features of Windows 95?
5. How will you import a file into a Word document?
6. How will you create a Bookmark into a document?
7. How will you Copy a Worksheet into another Worksheet?
8. How will you create a Presentation using Auto content Wizard?
9. Write short notes on Fonts used for DTP.
10. Explain Vector graphics.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Explain the functional block diagram of a Computer.
12. Explain any ten DOS commands.
13. Explain :
 - (a) Multitasking
 - (b) Functions of Program Manager.
14. Explain various Menus available in MS-Word.
15. Explain Mail Merge feature.
16. Write down the steps to add Bullets and Numbers to the text in a Presentation.
17. Explain Point generation design principles.