

**INTRODUCTION TO COMPUTERS**

---

Answer any FOUR questions.

11. Explain the functions and components of a computer.
12. Describe the working of any FOUR input devices of a computer.
13. Discuss the salient features of windows NT.
14. Explain about charts and graphs in Ms-Word.
15. Describe the working of spelling and grammar check facility in Ms-Word.
16. Explain the different functions in Ms-Excel with examples.
17. Explain about fonts for DTP.

Time : Three hours

Maximum : 100 marks

**PART A — (10 × 4 = 40 marks)**

Answer ALL questions.

1. What is meant by a flowchart? Give an example.
2. Write a note on : Operating System.
3. What is GUI?
4. Write a note on : The Program Manager.
5. What is an office assistant?
6. How will you create a new document using Ms-Word?
7. Write a note on : Spreadsheet.
8. How will you create a new slide in Ms-Power Point?
9. What is DTP? Why use DTP?
10. Write a note on : Clip Art.

*D.P.B. M. S.*  
*D.P.B. M. S.*