

INTRODUCTION TO COMPUTERS

(For those who joined in July 1999 and after)

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Explain about flowchart.
2. Distinguish RAM and ROM.
3. What is multitasking?
4. Discuss briefly about Icons.
5. Write short notes on replacing text in MS-Word.
6. How will you change the font style?
7. Explain about adding data values in Excel.
8. Write notes on referring cells in spreadsheet.
9. Define copy fitting.
10. What is DTP?

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Explain in detail about functional components of a computer with a diagram.
12. List out the use and functions of output devices.
13. Discuss about file manager and program manager.
14. Discuss briefly about the fonts used in DTP.
15. Describe about operating systems.
16. Write notes on functions in Excel.
17. What do you mean by document binding? Explain in detail.