

UG CBCS R-19

UG/259/AUG22

FACULTY OF ARTS/COMMERCE/SCIENCE/SOCIAL SCIENCE/BUSINESS MANAGEMENT

B.A/B.Com/B.Sc/BBA II SEMESTER (CBCS R-19) EXAMINATION JULY/AUG 2022

**BASIC COMPUTER SKILLS
(FOUNDATION COURSE)**

Time: 2 Hrs]

[Max. Marks: 40

SECTION - A (2 X 5 = 10 Marks)

- 1 **Answer any TWO questions**
- a Differentiate Hardware and Software
 - b Text creation and Manipulation
 - c LAN and WAN
 - d Web browser and Search engines

**SECTION - B (2 X 15 = 30 Marks)
Answer ALL the questions**

- 2 A What is an Operating System? Discuss the functions of Operating System

OR

- B What is Word Processing? Explain the applications of Word Processing

- 3 A Discuss the following in Spreadsheet :
i) Editing (ii) Mathematical Functions

OR

- B What does Netiquette mean? Discuss some general rules of conduct for proper Netiquette

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