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

B.A/B.COM/B.Sc/B.B.A II SEMESTER (CBCS R-19) BACKLOG EXAMINATION MAY 2023

BASIC COMPUTER SKILLS
(FOUNDATION COURSE)

TIME: 2 HRS]   [MAX. MARKS: 40

SECTION – A (2 X 5 = 10 Marks)

1   **Answer any TWO Questions**

a   Write the basic applications of computer

b   Concepts of Hardware and software

c   Web browser and search engines

d   Steps in creating presentation of slides

SECTION – B (2 X 15 = 30 Marks)

Answer ALL questions

2   A   What is an Operating System? Discuss operating system types with examples

OR

B   Explain the Features of 'Word processing' and describe its Uses

3   A   Describe various mathematical and statistical functions used in Spreadsheets.

OR

B   Write about computer networks? Discuss LAN and WAN

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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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