Part III: Basic Subjects

Computer Applications
Paper 1: Fundamentals of Information Technology

Time: 3 hours   Max Marks: 80

SECTION - A

Answer ALL questions.   4X15=60

1. a) What are the characteristics and limitations of computer?
            (or)
   b) Explain different types of Operating Systems?
2. a) State the features of MS-Word?
            (or)
   b) Write to short notes on Mail Merge?
3. a) Explain different operations on Work Sheet?
            (or)
   b) Discuss different types of functions available in MS-Excel?
4. a) Enumerate the services available on Internet?
            (or)
   b) Explain the steps involved in activating an E-Mail account?

SECTION – B   4X5=20

Answer any FOUR Questions

   5. Secondary Memory

   6. Input Output devises

   7. Templates

   8. Macros

   9. Internet Banking

   10. Computer Virus

   11. Transmission Protocol

   12. Booting Process