

AE-512

B.Com. (Part - I)
Term End Examination, 2016-17

COMPUTER APPLICATION

Paper - I

Computer Fundamental and
Office Automation

Time : Three Hours] [*Maximum Marks* : 50

Note : **Two** parts from each Unit is compulsory. All
questions carry equal marks.

Unit-I

1. (a) Explain second generation computers ?
(b) What is computer hardware and software ?
Draw block diagram of computer.
(c) Explain any two computer peripherals.

Unit-II

2. (a) Explain BIOS and Booting loader.

(2)

- (b) Explain the differences between program and packages.
- (c) Explain the various types of application software.

Unit-III

3. (a) Explain the following DOS commands :
- (i) Diskcomp
 - (ii) REN
 - (iii) CLS
 - (iv) XCOPY
 - (v) FDISK
- (b) Explain the process of creating batch files.
- (c) Explain the following in Windows :
- (i) Taskbar
 - (ii) Recycle bin

Unit-IV

4. (a) Explain the following in MS-Word :
- (i) Checking spelling and grammar
 - (ii) Aligning documents
- (b) Explain the bullet and numbering in MS-Word.
- (c) Explain header and footer in MS-Word.

(3)

Unit-V

5. (a) Explain the following in MS-Excel :
- (i) Auto filter
 - (ii) Goal seek
- (b) Explain pivot table in MS-Excel.
- (c) Explain macro in MS-Excel. How will you record and play macro ?
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