

**Shree Manibhai Virani and Smt. Navalben Virani Science College (Autonomous)**  
 Affiliated to Saurashtra University, Rajkot

**SEMESTER END EXAMINATION NOVEMBER – 2016**

**B.Voc. Applied Computer Technology**

**ACTECH 1.4 - FUNDAMENTAL OF COMPUTER (PC SOFTWARE - MS OFFICE & DOS)**

*Duration of Exam – 3 hrs*

*Semester – I*

*Max. Marks – 70*

**Que. - 1 Answer the following Questions**

**[20]**

1. What is the full form of ALU\_\_\_\_\_.
2. Integrated Circuit used in the \_\_\_\_\_ generation of computer.
3. UNIVAC is \_\_\_\_\_ generation computer.
4. Give full form of DOS.
5. \_\_\_\_\_ converts assembly language into machine language.
6. \_\_\_\_\_ language is also known as Symbolic Programming Language.
7. COBOL, FORTRAN, PASCAL and BASIC are \_\_\_\_\_ level language.
8. Give full form of MU.
9. Unix is \_\_\_\_\_ system.
10. Give full form of VLSI.
11. What is the extension of Power point file?
12. Which chart type is more useful to show distribution of population or amount?
13. What is option you select from office button to protect your file with password?
14. Using which special character we can do absolute cell referencing?
15. \_\_\_\_ Animation is used to give moving effect (dynamic effect) to text and picture of slide.
16. Before subtotaling process \_\_\_\_\_ process is necessary.
17. = sum(A1:B5) will total values of \_\_\_\_\_ number of cells.
18. For comparing data year wise we can use \_\_\_\_\_ chart.
19. Give Page size types \_\_\_\_\_ & \_\_\_\_\_.
20. To start power point presentation \_\_\_\_\_ key used.

**Que. – 2 (A) Answer the following Questions (Any Three)**

**[06]**

1. Give definition of Computer
2. Explain input devices.
3. Explain Peripherals.
4. What you will do to correct spelling and grammatical mistakes in Ms. Word?
5. What is orientation of a page? Give its type.
6. What is the use of bookmark and hyperlink?

**Que. – 2 (B) Answer the following Questions (Any Three)**

**[09]**

1. Write procedure to uninstall software from computer.
2. Explain types of memory. Give examples of each.
3. Explain slide transition and custom animation.
4. Explain header and footer.
5. Explain shapes.
6. What is the use of symbol and equation in Ms. Word?

**Que. – 2 (C) Answer the following Questions (Any Two)**

**[10]**

1. Explain Generation of Computer in short.
2. Explain classification of computer based on its processing power.
3. What is slide layout? How it is used.
4. What is the difference of end note and foot note?
5. Explain charts in excel.

**Que. – 3 (A) Answer the following Questions (Any Three)**

**[06]**

1. Write a note on Computer Languages.
2. Write a short note on types of computers.
3. List out type of software and explain.
4. Explain format painter operation.
5. Give three library function with example in excel.
6. Explain password protection in Ms. Word.

**Que. – 3 (B) Answer the following Questions (Any Three)**

**[09]**

1. What is assembler?
2. Explain characteristics of computer.
3. Give difference between hardware and software.
4. Explain mail merge procedure.
5. Explain subtotaling.
6. What is rehearse timing in power point?

**Que. – 3 (C) Answer the following Questions (Any Two)**

**[10]**

1. Explain block diagram of computer.
  2. Describe components which are used to assemble to form a computer.
  3. What is Operating System? Write down the history.
  4. Explain table operations in word.
  5. Explain cell referencing and its types with example.
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