

Roll No. ....

22999

**Computer Awareness (UG Level) 2nd  
Semester Examination – May, 2019**

Paper : L-1

**Time : Three hours / [ Maximum Marks : 80**

*Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard, will be entertained after examination.*

**Note :** Attempt any *five* questions in all. All questions carry equal marks.

1. Define computer and its function of various parts with the help of block diagram. Explain limitations of computer. 20
2. (a) Define printers. Differentiate between Impact and Non - Impact printers. 10  
(b) What are the characteristics of a memory unit ? Differentiate RAM and ROM. 10

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3. Define Operating System. Describe its functions in detail. 20
4. (a) What is Window ? What are its features ? 10  
(b) Write note on Hard disk and Optical disk. 10
5. (a) Write the steps to change the setting of mouse. 10  
(b) Steps to start Wordpad and describe functions of Wordpad. 10
6. How to start MS-Word application ? What are the components of MS- word Window ? Explain. 20
7. (a) How to edit text ? Explain. 10  
(b) How to print documents ? Explain in detail. 10
8. (a) Explain page formatting in detail. 10  
(b) What is Mail-Merge ? Steps to do mail-merge. 10
9. What is E-mail ? Write some steps to send an E-mail. Describe advantages and disadvantages of E-mail. 20
10. (a) What is WWW ? Difference between WWW internet. 10  
(b) Explain the applications of Internet. 10

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( 3 )