

Common to B.Sc. Honours Computer Science Major, B.Sc. Honours Information Technology Major, B.Sc. Honours Data Science Major, B.Sc. Honours Data Analytics Major, B.Voc Honours Data Science Major

SEMESTER - I

COURSE 1: Computer Fundamentals and Office Automation

MODEL QUESTION PAPER

Time : 3 Hours

Max. Marks:70

SECTION – A

**Answer any FIVE of the following
(Marks: 5 x 4 marks = 20 marks)**

1. Write about various number systems.
2. Explain Evolution of Computers.
3. What are input and output devices?
4. What is internet? Write about IP Address.
5. Explain formatting options in MS Word.
6. Write some keyboard shortcuts used in MS Word.
7. Define the following terms: **row, column, cell** in Excel/Google Sheets.
8. What is the purpose of **Goal Seek** in What-If Analysis?

SECTION – B

**Answer any FIVE of the following
(Marks: 5 x 10 marks = 50 marks)**

UNIT- I

9. (a) Explain the components of computer with a neat block diagram.
Or
(b) Explain the generations of computer in detail.

UNIT - II

10. (a) Explain different types of computers.
Or
(b) What is a network? Explain types of networks.

UNIT - III

11. (a) What is mail merge? Explain the steps to use mail merge feature in MS Word.
Or
(b) Explain how to design slides using Google Slides.

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UNIT - IV

12. (a) Explain following functions: **SUM, AVERAGE, COUNT, IF** with examples.

Or

(b) Write short notes on the following:

- i) Sorting ii) Filtering iii) Conditional Formatting

UNIT - V

13. (a) Explain Pivot Tables and Pivot Charts.

Or

(b) Explain Data Validation in detail.

B. V. J.

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