Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐☐   Total No. of Pages : 02

Total No. of Questions : 09

B.Sc. - Honours (Food Technology) (Sem.–1)

INTRODUCTION TO COMPUTERS

Subject Code : BSCGE-209-21

M.Code : 93267

Date of Examination : 25-01-23

Time : 3 Hrs.   Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. **SECTION-A contains SIX questions carrying TWO marks each and students has to attempt ALL questions.**

2. **SECTIONS-B consists of FOUR Subsections : Units-I, II, III & IV. Each Subsection contains TWO questions each carrying TWELVE marks each and student has to attempt any ONE question from each Subsection.**

SECTION-A

1. **Define the following :**

   a) Processing system

   b) Recycle bin

   c) Menu bar in MS Word

   d) Mail merge

   e) Output devices

   f) Binary system

SECTION-B

UNIT-I

2. a) Define the term computer. What are the different parts of a computer and also explain their importance?

   b) What do you understand by the term hardware and software?

3. a) Differentiate between primary and Secondary storage of computers.

   b) Explain the different desktop icons and operating systems used in the computers.

UNIT-II

4. a) Write a short note on the document file and also discuss the Title, Menu and Status bar present in Microsoft word.

   b) Write a shortcut key for Cut, Copy, Paste and Print. Explain and write the steps required for the creation of the PowerPoint presentation of six slides and how to save it.

5. a) Briefly discuss the font properties present in Microsoft word and how can you change the font of Microsoft word.

   b) Discus's Using the flow chart, and how to create the new Microsoft word file and save it on the name "Kamal" on the desktop?

UNIT-III

6. a) What are the different elements of PowerPoint?

   b) How can you create the slideshow of the party invitation using the flowchart?

7. a) Write the flowchart of creation, the addition of new slides and save the new MS-Power point file in the name of "JAI"?

   b) What do you understand by the header and footer options in the MS PowerPoint?

UNIT-IV

8. a) Assume you are the teacher, so how do you use the formula for the calculation of finding out the average of total marks of seven students obtaining the total marks of 357 out of 700?

   b) What do you understand by formula and function in MS excel?

9. a) What are the different parts of the MS Excel file and discuss them?

   b) Explain and write the steps required for the creation of the Microsoft Excel file of 3 columns and 5 rows and save it in the name of "Yash".

NOTE : Disclosure of Identity by writing Mobile No. or Marking of passing request on any paper of Answer Sheet will lead to UMC against the Student.