

Roll No.

Total No. of Pages : 02

Total No. of Questions :09

B.Voc. (Child Caregiver) (Sem.-2)

FUNDAMENTAL OF COMPUTER

Subject Code : BVOCCEG-208

M.Code : 78040

Date of Examination : 02-01-2023

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. **SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.**
2. **SECTION-B contains FIVE questions carrying FIVE marks each and students have to attempt any FOUR questions.**
3. **SECTION-C contains THREE questions carrying TEN marks each and students have to attempt any TWO questions.**

SECTION-A

1. Write briefly :

- What is the need for computer software?
- Name any two latest languages used in computers.
- Convert binary number 10011101 into hexadecimal number.
- How file is copied?
- What are features of Paint Brush?
- Write about paragraphs setting.
- What are the uses of Tables in MS Word?
- What is the use of Mail Merge?
- Discuss spell check.
- What is cell editing?

SECTION-B

2. Write the functioning of various memories in computer?
3. What is importance of Operating System? List its types?
4. Write the various ways to formatting text in MS Word?
5. Explain the applications and function of slide show.
6. Discuss financial and statistical functions in excel?.

SECTION-C

7. What are the characteristics of computer? Draw the block diagram of Computer. Explain each block in detail.
8. Describe the various options available in the main menu bar of MS-Word.
9. Give the introduction of Excel. Write the steps of entering the information in spreadsheet.

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