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

Total No. of Questions :09

B.Voc. (Child Caregiver)   (Sem.–2)
FUNDAMENTALS OF COMPUTER
Subject Code : BVOCCCG-208
M.Code : 78040
Date of Examination : 14-07-22

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 :**

   a) List various advantages of Computers.

   b) Differentiate between Hardware and Software.

   c) Differentiate between Compiler and Interpreter.

   d) What is the use of paint brush in Windows Operating system?

   e) Write the steps to import a document in MS-Word.

   f) What do you mean by mail merge in MS-Word?

   g) What is meant by Worksheet in MS-Excel?

   h) What is meant by slide show in MS-PowerPoint?

   i) Write steps to create a MS-Power point presentation.

   j) Write steps to save a worksheet in MS-Excel.

SECTION-B

2. Write a brief note on different characteristics of computers.

3. Explain the following terms :

   a) Application Software

   b) System Software

4. Explain in detail about paragraph settings in MS-Word.

5. Explain in detail about following terms in relation to MS-Power point :

   a) Slide show

   b) Printing slides

6. Write a brief note on spell checking and cell editing in MS-Excel.

SECTION-C

7. Explain the following different number system with an example :

   a) Decimal

   b) Binary

   c) Octal

   d) Hexadecimal

8. Write a detailed note on Low and High level languages.

9. Write a detailed note on Graph and chart formatting commands in MS-Excel. Explain.

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.