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B.A. (Part-I) Examination, 2022

(New Course)

COMPUTER APPLICATION

(Operating System and Office Automation)

Time Allowed : Three Hours

Maximum Marks : 50

Minimum Passing Marks : 17

Note : Attempt **all five** units. One question from each Unit is **compulsory**. All questions carry equal marks.

UNIT-I

1. What is an Operating System? Explain its types. [10]

2. Explain any five external commands of DOS? [10]

UNIT-II

3. Write short notes on the following : [10]

   (a) Windows Explorer

   (b) Control Panel

4. Explain various elements of Desktop Screen in detail.[10]

UNIT-III

5. How can we format text in MS Word 2007? Explain various options related to text formatting in detail. [10]

6. Explain the following : [10]

   (a) Creating new document

   (b) Opening a document

UNIT-IV

7. Explain the following : [10]

   (a) Inserting work sheet

   (b) Moving work sheet

8. What is formula in Excel? How can we enter formula in a cell in excel? Explain. [10]

UNIT-V

9. How can we animate slide in MS PowerPoint 2007? Explain. [10]

10. How can we create new presentation in MS PowerPoint 2007 ? [10]

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