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Total No. of Printed Pages: [1]

Total No. of Questions: [09]

B.Sc. (MLT) (Semester – 4th)
FUNDAMENTALS OF COMPUTER
Subject Code: BCAP0401
Paper ID: [130620]

Time: 03 Hours

Maximum Marks: 60

Instruction for candidates:

1. Section A is compulsory. It consists of 10 parts of two marks each.
2. Section B consist of 5 questions of 5 marks each. The student has to attempt any 4 questions out of it.
3. Section C consist of 3 questions of 10 marks each. The student has to attempt any 2 questions.

Section – A

(2 marks each)

Q1. Attempt the following:

- a) What is Keyboard?
- b) What is CPU?
- c) Why Harddisk is required?
- d) What is difference between the workbook and the worksheet?
- e) List four main software available in MS-Office package.
- f) What are shortcut keys for cut, copy, and paste commands in MS-Word?
- g) List 5 versions of MS-Windows operating system.
- h) What is taskbar?
- i) What is folder?
- j) Describe the usage of computer in the medical field.

Section – B

(5 marks each)

- Q2. What are output devices? Give examples and explain two of them.
- Q3. Differentiate between RAM and ROM.
- Q4. What is Mail merge? How to use it in MS-Word?
- Q5. Explain the elements of Windows desktop.
- Q6. What is Internet? Explain five of its applications in brief.

Section – C

(10 marks each)

- Q7. What are input devices? Explain various types of input devices.
- Q8. What is MS-Windows? Explain its features. Explain various parts of a Program Window with the help of a neat diagram.
- Q9. What is Computer? Explain its applications in various fields.