B.Sc. (MLS) (Semester – 4th)
FUNDAMENTALS OF COMPUTER
Subject Code: BCAP0401
Paper ID: [130520]

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.