

## FUNDAMENTALS OF COMPUTERS

---

(For those who joined in July 2001 and after)

Time : Three hours

Maximum : 100 marks

## SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. What is ALU?
2. Define analog computer.
3. Convert  $(111011)_2$  to decimal number.
4. What are machine level languages?
5. List the names of any four computer input devices.
6. Define RAM.
7. What is meant by Topology?
8. Define operating system.
9. List down any two operating systems.
10. What is TCP/IP?

## SECTION B — (6 × 10 = 60 marks)

Answer any SIX questions.

11. What are the characteristics of computers? Explain.
12. Explain about computing methods.
13. Discuss about hexadecimal to decimal conversion and vice versa with suitable examples.
14. Compare high level languages with assembly level languages.
15. Discuss about different types of printers used with computers.
16. Explain the working of CPU.
17. Discuss about various communication media.
18. What are the functions of operating system? Explain.
19. Describe in detail, LAN.
20. Explain about interconnection networks.

**WINDOWS BASED P.C SOFTWARE (MS-WORD,  
MS-EXCEL, MS-ACCESS)**

---

(For those who joined in July 2001 and after)

Time : Three hours

Maximum : 100 marks

**SECTION A — (10 × 4 = 40 marks)**

Answer ALL the questions.

1. How to create a New Document using MS-WORD?
2. Discuss about Formatting paragraphs in MS-WORD.
3. How to Insert Page Breaks in MS-WORD Documents?
4. How to print WORD Documents in MS-WORD?
5. Write a note on : Worksheet in MS-EXCEL.
6. How to save Workbooks in MS-EXCEL?
7. What are charts?

8. Distinguish between Record and File.

9. What are Reports?

10. Write a note on : SQL.

SECTION B — (6 × 10 = 60 marks)

Answer any SIX questions.

11. Discuss about different Menus and Bars in MS-WORD Environment.

12. Explain about various styles, Fonts and font sizes in MS-WORD Document.

13. Explain about Finding and Replacing texts in MS-WORD.

14. Discuss the working of spell and Grammer check Tool.

15. Explain the overview of MS-EXCEL's Worksheet.

16. Explain about Formatting numbers and texts in MS-EXCEL.

17. Write the steps for creating a Table in MS-ACCESS.

18. Explain about forms in MS-ACCESS.

19. Explain about Finding Information in Database.

20. Write the steps in Creating Mailing Labels using MS-ACCESS.

(For those who joined in July 2001 and after)

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. What is an Internet?
2. Define the term : E-mail.
3. Define : Web server.
4. What is HTML?
5. What is the use of <A> tag?
6. Define : Frames.
7. What are the Arithmetic operators in JavaScript?
8. What are functions?