

INTRODUCTION TO COMPUTERS

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Write notes on the following :
 - (a) Microcomputers
 - (b) Personal digital assistants (PDAS).
2. List out the types of ROM.
3. How to format a window?
4. Compare and contrast scroll boxes and scroll buttons with examples.
5. Mention the steps in creating a new style.
6. Explain in brief about Headers and Footers.
7. How to insert picture in MS-PowerPoint?

8. Define the following :
 - (a) A relative cell reference
 - (b) A absolute reference.
9. What do you mean by proof reading?
10. Mention the steps in capturing Active Window.

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Explain in detail about clip art and page layout programs.
12. Discuss in detail about the following :
 - (a) Printers for DTP.
 - (b) Print production.
13. How to format numbers and text? Describe about printing the worksheet.
14. Give a detailed description and charts and graphs using suitable examples.
15. Write notes on features of windows 95, 98, and NT.
16. Describe about introduction to windows in detail.

17. Explain the following :
 - (a) Speech input devices
 - (b) Touch screen
 - (c) Touch pad
 - (d) Light pen.

