

Roll No.

12606

**MBA 2 Year 1st Semester (CBCS)
2019-20 New Scheme
Examination – December, 2022**

**COMPUTER FUNDAMENTALS AND OFFICE
AUTOMATION TOOLS**

Paper : 19IMG21C6

Time : Three hours]

[Maximum Marks : 50

Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard, will be entertained after examination.

Note : The question paper is divided in *two* Sections.

Section-**A** comprises of *five* short answer type questions from whole of the syllabus carrying 2 marks each, which is *compulsory*. Answer to each question should not exceed 50 words normally.

Section-**B** shall comprise 8 questions (*two* questions from each Unit). Each student is required to attempt *four* questions selecting *one* question from each Unit. All questions will carry equal marks.

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P. T. O.

SECTION – A

1. Briefly explain the following :

- (a) Write the full form of the abbreviation given below :
 - (i) EEPROM
 - (ii) HDD
- (b) Write any *two* types of word processing software.
- (c) Give the syntax of any *two* commands in MS EXCEL.
- (d) Draw a well labelled block diagram of computer system.
- (e) Write any *two* example of Operating System.

SECTION – B

UNIT – I

- 2. What is a Computer ? Discuss various characteristics and the applications of a computer.
- 3. What is an Operating System ? Explain the service provided by an Operating System in detail.

UNIT – II

- 4. Write short note on the following :
 - (a) Analog and Digital Signals.
 - (b) Long distance Communication.

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- 5. Define the concept of Internetworking. Also explain what you understand by IP addresses in detail.

UNIT – III

- 6. Discuss the various advanced features of MS-WORD. Explain in detail the benefits of MS-WORD.
- 7. Explain some commands in MS-EXCEL and elaborate their applications.

UNIT – IV

- 8. Discuss the features of MS-POWERPOINT in the detail.
- 9. How the database can be managed using MS-ACCESS ?

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