Total No. of Questions : 6]   [Total No. of Printed Pages : 2

[3882]-104

B. Sc. (Hospitality Studies) (Semester - I) Examination - 2010

COMPUTER FUNDAMENTALS

(New 2008 Pattern)

Time : 2 Hours]   [Max. Marks : 40

Instructions :

    *(1) Attempt **any four** questions.*

    (2) All questions carry equal marks.

Q.1) (A) Write a short note on Application Software and Systems Software. Give examples.   **[2+2=04]**

    (B) Give steps to insert a Clipart in a Powerpoint Slide.   **[03]**

    (C) Write steps to copy a formula of one cell into a range of adjacent cells in MS-Excel.   **[03]**

Q.2) (A) Explain the following directory commands with examples :
DIR, REN, TYPE   **[1x3=03]**

    (B) Write a short note on MAIL MERGE.   **[04]**

    (C) What is the method of setting time-limits to slides during Slide Show ?   **[03]**

Q.3) (A) Define the terms Table, Record and Field in DBMS.   **[1x3=03]**

    (B) What are the pre-requisites of having Internet ?   **[05]**

    (C) What is the extension of an Excel File ? Give default column width in a Worksheet.   **[02]**

[3882]-104   **1**   **P.T.O.**

Q.4) (A) List names of the Margins in a Page in MS-Word. **[03]**

(B) Give steps to sort data in a descending order in MS-Excel. **[04]**

(C) Give difference between Dial-up and Broadband Internet Connectivity. **[03]**

Q.5) (A) Explain Concept of B-to-B with examples. **[04]**

(B) Give steps to insert a row/record in a table of MS-Access. **[03]**

(C) Explain Desktop, Icon and Folder in Windows. **[03]**

Q.6) (A) Explain with neat diagram, four features of LAN. **[1x4=04]**

(B) Explain COPY and DEL Commands of DOS. **[1+1=02]**

(C) Write a short note on FORMS in MS-Access. **[04]**

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[3882]-104/2