

MODEL PAPER – 1
B.A / B.Sc (Computer Applications) – Semester I
Paper: Fundamentals of Computers
Time: 3 Hours | Max Marks: 80

♦ SECTION – A: SHORT ANSWER QUESTIONS

Answer any EIGHT questions ($8 \times 4 = 32$ Marks)

1. Explain generations of computers
 2. Describe types of computers
 3. Explain basic components of a computer system
 4. Define word processing and its applications
 5. Explain features of MS Word / LibreOffice Writer
 6. What is mail merge?
 7. Define worksheet and its applications
 8. What is cell reference? Explain types
 9. Explain sorting and filtering in spreadsheets
 10. Define presentation software
 11. What are slide transitions and animations?
 12. Explain Internet services and WWW
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♦ SECTION – B: ESSAY TYPE QUESTIONS

Answer ALL questions ($4 \times 12 = 48$ Marks)

13. (a) Explain computer system components (ALU, CU, Memory) with diagram
OR
(b) Explain operating system functions and types with examples
14. (a) Explain word processing features including formatting, tables, and mail merge
OR
(b) Explain steps to create, edit, and format a document
15. (a) Explain spreadsheet concepts, formulas, functions, and charts
OR
(b) Explain advanced tools in spreadsheet (sorting, filtering, validation, macros)
16. (a) Explain presentation software features and steps to create slides with animation
OR
(b) Explain Internet, browsers, multimedia, and IT security concepts

MODEL PAPER – 2
B.A / B.Sc (Computer Applications) – Semester I
Paper: Fundamentals of Computers
Time: 3 Hours | Max Marks: 80

SECTION – A: SHORT ANSWER QUESTIONS

Answer any EIGHT questions ($8 \times 4 = 32$ Marks)

1. Define computer and its characteristics
 2. Explain input and output devices with examples
 3. What is RAM and ROM?
 4. Define operating system and its functions
 5. What is word processing?
 6. Explain text formatting in MS Word
 7. What is worksheet?
 8. Define formula and function in spreadsheet
 9. What are charts?
 10. What is presentation software?
 11. Define Internet and ISP
 12. What is multimedia?
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♦ SECTION – B: ESSAY TYPE QUESTIONS

Answer ALL questions ($4 \times 12 = 48$ Marks)

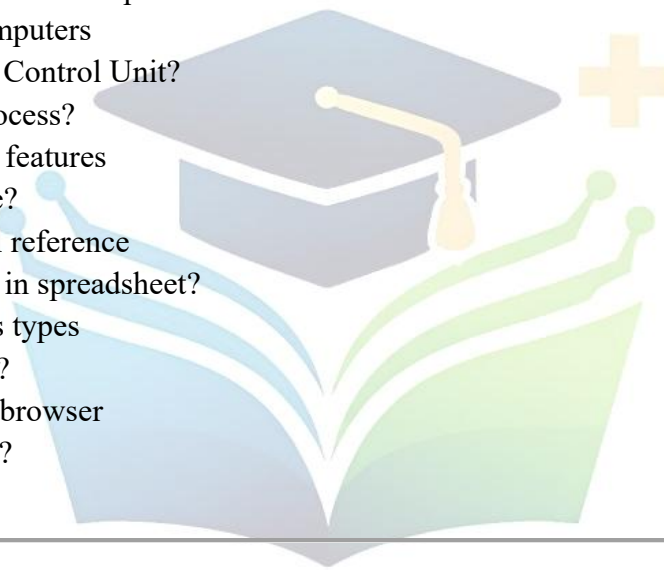
13. (a) Explain generations of computers and types of computers
OR
(b) Explain memory types (RAM, ROM, EPROM, PROM) and CPU components
14. (a) Explain word processing features including mail merge and macros
OR
(b) Explain creation, editing, and formatting of documents in MS Word
15. (a) Explain spreadsheet features including formulas, functions, and charts
OR
(b) Explain advanced tools like sorting, filtering, and data validation
16. (a) Explain presentation features including slide creation, animation, and transitions
OR
(b) Explain Internet services, browsers, and IT security concepts

MODEL PAPER – 3
B.A / B.Sc (Computer Applications) – Semester I
Paper: Fundamentals of Computers
Time: 3 Hours | Max Marks: 80

♦ **SECTION – A: SHORT ANSWER QUESTIONS**

Answer any EIGHT questions ($8 \times 4 = 32$ Marks)

1. Explain development of computers
2. Define types of computers
3. What are ALU and Control Unit?
4. What is booting process?
5. Define GUI and its features
6. What is mail merge?
7. Define cell and cell reference
8. What are functions in spreadsheet?
9. Define chart and its types
10. What is slide show?
11. Define WWW and browser
12. What is IT security?



♦ **SECTION – B: ESSAY TYPE QUESTIONS**

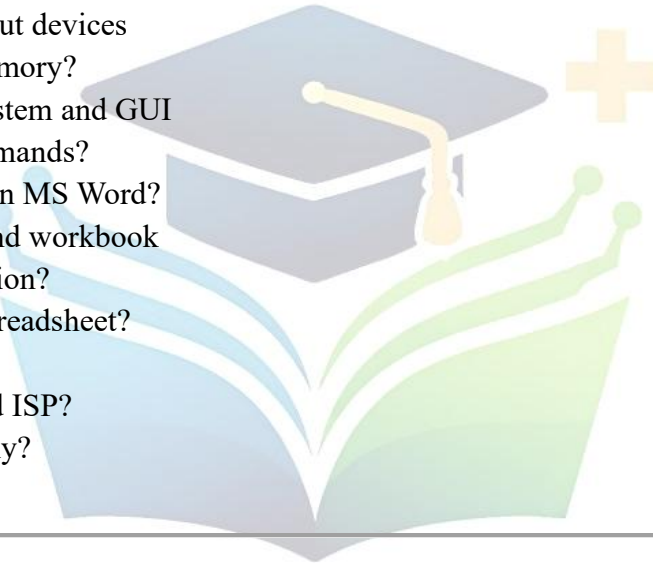
Answer ALL questions ($4 \times 12 = 48$ Marks)

13. (a) Explain generations of computers and basic components of a computer system
OR
(b) Explain operating system functions, types, and booting process
14. (a) Explain word processing features including formatting, tables, and mail merge
OR
(b) Explain steps to create, edit, and print a document
15. (a) Explain spreadsheet concepts including formulas, functions, and charts
OR
(b) Explain advanced tools like sorting, filtering, and data validation
16. (a) Explain presentation features including slide creation, templates, animation, and transitions
OR
(b) Explain Internet services, multimedia applications, and IT security

MODEL PAPER – 4
B.A / B.Sc (Computer Applications) – Semester I
Paper: Fundamentals of Computers
Time: 3 Hours | Max Marks: 80

♦ **SECTION – A: SHORT ANSWER QUESTIONS**

Answer any EIGHT questions ($8 \times 4 = 32$ Marks)

1. Define information technology
 2. Explain types of input devices
 3. What is primary memory?
 4. Define operating system and GUI
 5. What are DOS commands?
 6. What is formatting in MS Word?
 7. Define worksheet and workbook
 8. What is data validation?
 9. What is macro in spreadsheet?
 10. Define slide view
 11. What is browser and ISP?
 12. What is cryptography?
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♦ **SECTION – B: ESSAY TYPE QUESTIONS**

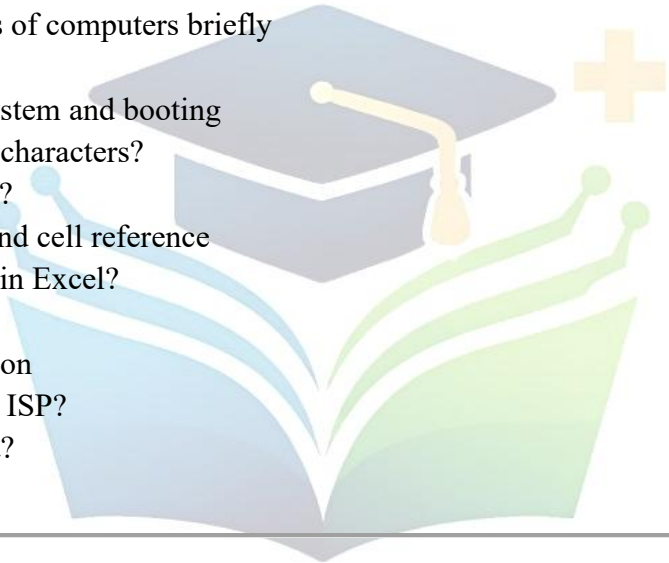
Answer ALL questions ($4 \times 12 = 48$ Marks)

13. (a) Explain generations of computers and types of computers
OR
(b) Explain CPU components (ALU, Control Unit, Memory) and their functions
14. (a) Explain word processing features including tables, mail merge, and macros
OR
(b) Explain document creation, editing, formatting, and printing
15. (a) Explain spreadsheet features including formulas, functions, charts, and macros
OR
(b) Explain advanced tools such as sorting, filtering, validation, and data consolidation
16. (a) Explain presentation features including slide creation, templates, animation, and transitions
OR
(b) Explain Internet services, multimedia applications, and IT security concepts

MODEL PAPER – 5
B.A / B.Sc (Computer Applications) – Semester I
Paper: Fundamentals of Computers
Time: 3 Hours | Max Marks: 80

◇ SECTION – A: SHORT ANSWER QUESTIONS

Answer any EIGHT questions ($8 \times 4 = 32$ Marks)

1. Define computer and its applications
 2. Explain generations of computers briefly
 3. What is ALU?
 4. Define operating system and booting
 5. What are wild card characters?
 6. What is mail merge?
 7. Define worksheet and cell reference
 8. What are functions in Excel?
 9. What is chart?
 10. Define slide transition
 11. What is WWW and ISP?
 12. What is multimedia?
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◇ SECTION – B: ESSAY TYPE QUESTIONS

Answer ALL questions ($4 \times 12 = 48$ Marks)

13. (a) Explain types of computers and basic components of a computer system
OR
(b) Explain operating system functions, DOS commands, and GUI
14. (a) Explain word processing features including formatting, tables, and mail merge
OR
(b) Explain document creation, editing, saving, and printing
15. (a) Explain spreadsheet features including formulas, functions, and charts
OR
(b) Explain advanced spreadsheet tools such as sorting, filtering, and data validation
16. (a) Explain presentation features including slide creation, views, animation, and transitions
OR
(b) Explain Internet services, browsers, multimedia, and IT security

UNIT-WISE IMPORTANT QUESTIONS

UNIT – I (Computer Basics & OS)

- Generations of computers ★★★★★
- Types of computers ★★★★★
- Components of computer system (ALU, CU, Memory) ★★★★★
- Input and output devices ★★★★★
- Types of memory (RAM, ROM, EPROM, PROM) ★★★★★
- Operating system and its functions ★★★★★
- Types of operating systems ★★★★★
- Booting process ★★★★★
- DOS commands ★★★★★
- GUI ★★★★★
- Virus and hackers ★★★★★
- Cryptography ★★★★★

UNIT – II (Word Processing)

- Word processing and its applications ★★★★★
- Features of MS Word ★★★★★
- Creating, editing, saving, printing documents ★★★★★
- Text formatting ★★★★★
- Tables in Word ★★★★★
- Mail merge ★★★★★
- Macros ★★★★★

UNIT – III (Spreadsheet)

- Spreadsheet and its applications ★★★★★
- Worksheet and workbook ★★★★★
- Cell reference ★★★★★
- Formulas and functions ★★★★★
- Charts and graphs ★★★★★
- Formatting numbers ★★★★★
- Sorting and filtering ★★★★★
- Data validation ★★★★★
- Macros ★★★★★

- Data consolidation ★ ★ ★

■ UNIT – IV (Presentation + Internet + Multimedia)

- Presentation software ★ ★ ★ ★ ★
- Creating and editing slides ★ ★ ★ ★ ★
- Slide views and templates ★ ★ ★ ★
- Animation and transitions ★ ★ ★ ★ ★
- Insertion of objects and charts ★ ★ ★ ★ ★
- Internet and its services ★ ★ ★ ★ ★
- WWW and browsers ★ ★ ★ ★ ★
- Multimedia ★ ★ ★ ★
- IT security ★ ★ ★ ★ ★



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