Roll No. ....   Total Pages : 2

353105

December 2023
B.A. Social Work - I SEMESTER
Fundamentals of Computer (BSW-105-23)

Time : 3 Hours]   [Max. Marks : 75

Instructions :

1. *It is compulsory to answer all the questions (1.5 marks each) of Part-A in short.*

2. *Answer any four questions from Part-B in detail.*

3. *Different sub-parts of a question are to be attempted adjacent to each other.*

PART–A

1. (a) Define RAM.   (1.5)

    (b) What is the function of Formatting Toolbar?   (1.5)

    (c) Define Microsoft publisher.   (1.5)

    (d) Explain graphical user interface.   (1.5)

    (e) What are the two basic components of computers?

                                                        (1.5)

    (f) What is system unit?   (1.5)

    (g) What is DOS?   (1.5)

(h) Define Compact disk. (1.5)

(i) Differentiate between Facebook business and Facebook personal account. (1.5)

(j) What are the four different types of layout categories? (1.5)

PART–B

2. (a) Define hardware and also describe its components. (10)

(b) Explain output devices and its function. (5)

3. (a) What are benefits of Twitter from educational point of view? (5)

(b) Explain in detail about MS-Office. (10)

4. What is the function of storage devices and describe its types. (15)

5. (a) What is Ms-Excel and its main Features? (5)

(b) What is Internet? What are its advantages and disadvantages? (10)

6. (a) Explain the characteristics of cloud computing. (10)

(b) What is CPU and its part? (5)

7. Discuss the main features of MS-PowerPoint. (15)