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UNIT-III

- Q.3** (a) Explain Mail Merge feature of MS-Word with example.
(b) Explain any five statistical & Mathematical Statistical in MS-Excel.
(c) Short notes -
(i) Chart
(ii) Macro
(iii) Cell referencing

UNIT-IV

- Q.4** (a) What do you mean by Database Management System? Explain.
(b) Explain Shorting & Indexing.
(c) Explain Modification, Insertion and deletion of records in MS-Access.

UNIT-V

- Q.5** (a) What do you understand by Internet? List out various Internet Services Provider.
(b) Explain about Web-Browser & Internet Search Engines. .
(c) Short notes –
(i) WWW
(ii) E-Mail
(iii) Firewalls

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ROLL NO.....

ADDCCA 101/21

ANNUAL EXAMINATION, 2021

ADD-ON-COURSE

CERTIFICATE COURSE IN COMPUTER SCIENCE

PAPER-I

COMPUTER FUNDAMENTALS & OFFICE AUTOMATION

TIME: 3 HOURS

Maximum: 50

Minimum: 17

Note: Attempt any two questions from each unit.

UNIT-I

- Q.1** (a) What is memory? Explain secondary storage devices.
(b) What is Computer? Explain its type.
(c) Short notes (any two) -
(i) RAM & ROM
(ii) Block Diagram of CPU
(iii) Micro Computer

UNIT-II

- Q.2.** (a) What is Operating System? Explain its type.
(b) Write down Internal & External DOS Command.
(c) Short notes -
(i) Recycle Bin
(ii) My Computer
(iii) Desktop