



KA-3512

First Year B. B. A. (Sem. I) Examination

October/November – 2012

Computer Application : Paper - I
(Old Course)

Time : Hours]

[Total Marks : 30

Instructions :

(1)

નીચે દર્શાવેલ નિશાનીવાળી વિગતો ઉત્તરવહી પર અવશ્ય લખવી.
Fillup strictly the details of signs on your answer book.

Name of the Examination :
First Year B. B. A. (Sem. 1)

Name of the Subject :
Computer Application : Paper - 1 (Old)

Subject Code No. : **3** **5** **1** **2** Section No. (1, 2,.....) : **NIL**

Seat No. :

Student's Signature

- (2) All questions are **compulsory**.
(3) Figures to the right indicate full marks.

- 1 (a) Answer in short : (any **three**) **6**
- (i) Differentiate between filtering and sorting.
(ii) Explain the use of print preview.
(iii) Define cell.
(iv) Name any three storage devices.
- (b) Give full forms : (any **four**) **2**
- (i) SMPS
(ii) EEPROM
(iii) JPEG
(iv) UPS
(v) LCD
(vi) CRT
- (c) Objectives : (any **four**) **2**
- (i) Name the device used to input pictures and images by converting to digital form into the computer.
(ii) Give the extension of MS-Excel.
(iii) Windows 3.1 is a Graphical User Interface OS.
(True / False)

- (iv) The Autofill handle is located at _____ corner of the selected range.
- (v) Triple-clicking the mouse selects a _____.

2 Answer in detail : (any two) **10**

- (i) List the characteristics of a typical computer.
- (ii) State the basic units of the computer, name the subunits that make up the CPU and give the function of each of the units.
- (iii) Mention the different computer languages with advantages and disadvantages.

3 Write short notes : (any two) **10**

- (a) Mail Merge
 - (b) Text function any 3 functions with 2 examples of each.
 - (c) Design Templates.
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