



UA-3512
First Year B. B. A. (Sem. I) Examination
March/April – 2012
Computer Application - I
(Old Course)

Time : Hours]

[Total Marks : 30

Instructions :

(1)

<p>નીચે દર્શાવેલ નિશાનીવાળી વિગતો ઉત્તરવહી પર અવશ્ય લખવી. Fillup strictly the details of signs on your answer book.</p> <p>Name of the Examination : F. Y. B. B. A. (SEM. 1)</p> <p>Name of the Subject : COMPUTER APPLICATION - 1 (OLD)</p> <p>Subject Code No. : 3 5 1 2 Section No. (1, 2,.....): NIL</p>	<p>Seat No. : □ □ □ □ □ □ □ □</p> <p style="text-align: center;">Student's Signature</p>
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- (2) All questions are compulsory.
(3) Figures to the right indicate full marks.

- 1 Answer the following questions : (any eight) 8
- (1) What is the use of scroll bar ?
 - (2) Give full form of FDD, BIOS.
 - (3) Define worksheet.
 - (4) What is the use of display card ?
 - (5) Mention the limitations of computer.
 - (6) Name the device used to input pictures and images by converting to digital form in to the computer.
 - (7) Explain the DOS command - restore.
 - (8) Explain print preview.
 - (9) Explain "My Computer".
- 2 Explain the following questions in detail : (any two) 10
- (1) Mention the functionality of operating system. Explain types of OS.

- (2) Explain mail merge feature of MS Word.
 - (3) Draw the block diagram of computer and explain the functionality of each component.
- 3** Explain the following functions by giving 3 examples of each functions : (any two) **6**
- (1) Statistical functions
 - (2) Lookup and Reference functions
 - (3) Date and Time functions.
- 4** Write short notes : (any two) **6**
- (1) Computer Languages
 - (2) Stages involved in recording macro
 - (3) Design templates.
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