

Roll No. ....

**CD-2009**

**B. Com. (Part I) EXAMINATION, 2020**  
**(Old Course)**

**COMPUTER APPLICATION**

**Paper First**

**(Computer Fundamental and Office Automation)**

*Time : Three Hours*

*Maximum Marks : 50*

**Note :** Attempt any *two* parts from each question. All questions carry equal marks.

**Unit—I**

1. (a) Discuss Micro, Mini and Mainframe Computers.
- (b) What is computer software ? Discuss different types of software.
- (c) Compare IBM-PC and Pentium-PC.

**Unit—II**

2. (a) Explain the terms booting loader, diagnostic test and BIOS.
- (b) Write the difference between program and packages.
- (c) Describe recent trends in PC software.

**Unit—III**

- 3. (a) Define the DOS internal commands—COPY, REN, CD, DIR and VOL.
- (b) Discuss system files of disk operating system.
- (c) Write a brief note on MS-Point Software.

**Unit—IV**

- 4. (a) What is the macros ? How to create and run it ?
- (b) Discuss different types of slides.
- (c) Explain working with tables in MS-Word.

**Unit—V**

- 5. (a) Explain any *five* Mathematical functions in MS-Excel.
- (b) Explain working with lists and database in MS-Excel.
- (c) Write short notes on the following :
  - (i) Adding header and footer
  - (ii) Referencing cell by name