Seat No.: _____ Enrolment No._____

GUJARAT TECHNOLOGICAL UNIVERSITY

MAM - SEMESTER–I • EXAMINATION – SUMMER • 2014

Subject Code: 4110505 Date: 25-06-2014

Subject Name: Computer Applications (CA)

Time: 02:30 pm - 05:30 pm Total Marks: 70

Instructions:

1. **Attempt all questions.**
2. **Make suitable assumptions wherever necessary.**
3. **Figures to the right indicate full marks.**

Q.1 (a) Fill in the Blanks: 07

i. A _____ is a set of instructions that tells the computer how to perform a specific task.

ii. _____is the most common operating system for PCs.

iii. A Graphical User Interface (GUI) uses _____ to help the user navigate within the computer system.

iv. Found below the menu bar in some windows, the _____ contains icons or options that allow you to perform specific tasks.

v. When sending an email, the _____ line describes the content of the message.

vi. The _____ is like a background on your desktop that can be changed.

vii. Copying a program onto your computer's hard drive from another source is known as _____the program.

(b) What is a Computer? Draw neat labeled block diagram of computer system and Explain the functions of the various units. **07**

Q.2 (a) Explain different ways of inserting Pictures and Graphics in your Word document. **07**

(b) What is proofreading? Discuss and explain the Spell check and Grammar Check tools in MS Word. **07**

OR

(b) Discuss the classification of computers. **07**

Q.3 (a) What is a chart? Discuss the steps by which you can create a chart in an Excel File. **07**

(b) Discuss in detail how to insert different elements of a chart in MS Excel. **07**

OR

Q.3 (a) How can you add Animation to PowerPoint slides? Explain how the transition speed can be controlled and how transition sound can be added to slides. **07**

(b) How to add data into cell in MS Excel Worksheet? Also discuss how to insert a cell, row, columns and a worksheet in MS Excel? **07**

Q.4 (a) Discuss different ways of applying new design to a slide and adding graphics to your PowerPoint presentation. **07**

(b) What are headers and Footers? How to insert them in word document? **07**

OR

Q.4 (a) Write a short note on Microsoft Outlook 2007. **07**

(b) List the Sub-menus of Menu bar and Title bars of MS-WORD. **07**

Q.5 (a) Differentiate between **07**

i. Hardware & Software

ii. System Software & Application Software

(b) Write a short note on (Any two): **07**

i. LAN & WAN

ii. Computer Virus

iii. Internet

OR

Q.5 **(a)** Differentiate between 'Paste' and 'Paste special' in MS-PowerPoint. Also, explain the process of inserting a Word Art "This is my slide" in a slide. **07**

(b) What is the difference between a Primary storage and Secondary storage? Explain in briefly any three types of Secondary storage devices. **07**

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