

GUJARAT TECHNOLOGICAL UNIVERSITY
MAM - SEMESTER – I • EXAMINATION – WINTER 2012

Subject code: 4110505**Date: 28-02-2013****Subject Name: Computer Applications****Time: 10.30 am – 13.30 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) Explain the terms Hardware and Software. What is the role of an Operating System? List the names of at least five Operating Systems which exist today. **07**
- (b) Write a short note on the following **07**
- 1) Printers
 - 2) Keyboard and Mouse

- Q.2** (a) What is a storage device? Explain the terms RAM & ROM. What type of storage device a Hard Disk Drive is? Explain in brief the structure and functioning of a Hard Disk Drive. **07**
- (b) Explain various options available for formatting a Table using Table, Row, Column and Cell tabs in the Table Properties dialog Box in Word. **07**

OR

- (b) Explain ANY SEVEN command buttons available in the Formatting toolbar of Word. **07**
- Q.3** (a) With reference to Word fill in the blank: **07**
- 1) ____ view shows you exactly how text, graphics and other documents will appear in the final printed document.
 - 2) _____ toolbar is used to manage the contents to be displayed at the top and bottom of each page of your document.
 - 3) _____ is used to create individualized form letters and address labels.
 - 4) _____ dialog box is used to create ordered and unordered lists.
 - 5) _____ is the keyboard shortcut to format the text of a paragraph in justify text format.
 - 6) _____ is used to create and manage borders around page or text.
 - 7) You can make the document look bigger by using _____
- (b) Explain different ways of inserting Pictures and Graphics in your Word document. **07**

OR

- Q.3** (a) Write a short note on Mail Merge in Word. **07**
- (b) Answer the following questions : **07**
- 1) What are workbooks and what are worksheets? How many default worksheets a workbook contains? Explain the notion of Range in Excel.
 - 2) Explain the Outline View, Slide View and Notes View in PowerPoint.

- Q.4** (a) What is a chart? Discuss the steps by which you can create a chart in an Excel File. Explain in brief ANY FOUR chart types. **07**
- (b) What does the Functions Wizard do in Excel? Explain ANY FIVE functions available in Excel. **07**

OR

- Q.4** (a) Discuss in detail the different elements of an Excel chart. **07**
(b) What is a formula? How is a formula written in Excel? What happens when a cell containing formula is copied to another location? Also write what is Absolute and relative reference in Excel. **07**
- Q.5** (a) How can you give special effects to PowerPoint slides? Explain how the transition speed can be controlled and how sound can be added to slides. **07**
(b) Discuss how an existing presentation can be opened in PowerPoint. Also explain how the basic operations like adding, editing, deleting, copying and hiding slides are performed in PowerPoint. **07**
- OR**
- Q.5** (a) Discuss different ways of applying new design to a slide and adding graphics to your PowerPoint presentation. **07**
(b) Explain the terms Computer Network and Internet. Explain the components of a typical e-Mail. **07**
