GUJARAT TECHNOLOGICAL UNIVERSITY
MAM - SEMESTER–I • EXAMINATION – WINTER • 2014

Subject Code: 4110505   **Date: 30-12-2014**

Subject Name: Computer Applications

Time: 10:30 am - 01:30 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)**	Define Computer. Differentiate hardware & software.	07
	(b)	Discuss Various Input devices. Enlist various storage devices.	07
Q.2	**(a)**	Write a short note on followings: 1. Computer Virus 2. Operating System	07
	(b)	How to create table in word? How to give borders and shading to the tables?	07

OR

	(b)	Explain ANY Four command buttons available in the Formatting toolbar of Word.	07
Q.3	**(a)**	Write a short note on Mail Merge in Word.	07
	(b)	Discuss Various options available to insert picture in Word.	07

OR

Q.3	**(a)**	Discuss Spell check and Grammar check facility in word.	07
	(b)	What is a chart? Explain in brief ANY FOUR chart types.	07
Q.4	**(a)**	What does the Functions Wizard do in Excel? Explain ANY FIVE functions available in Excel.	07
	(b)	Discuss various Elements of chart in Excel.	07

OR

Q.4	**(a)**	Define the followings: 1. Worksheet 2. Workbook 3. Formula 4. Absolute reference in Excel 5. Relative reference in Excel	07
	(b)	Discuss different ways of applying new design to a slide. Explain the Outline View, Slide View and Notes View in PowerPoint.	07
Q.5	**(a)**	How can you give special effects to PowerPoint slides? How sound can be added to slides in PowerPoint.	07
	(b)	Define Internet. Discuss various applications of Internet.	07

OR

Q.5	**(a)**	Write a short note on followings: 1. Email 2. Microsoft Outlook	07
	(b)	Write a short note on Computer Topology.	07

****