

FACULTY OF ARTS, COMMERCE & SCIENCES
B.A./B.Com./B.Sc., I-Semester (New-Backlog) Examinations, December-2020
(Common Paper for Computers and Computer Applications)

AECC-I
Basic Computer Skills

Time: 1½ Hours

Max Marks: 40

Section - A (Short Answer Type)

2 x 5=10M

Note: Answer the following questions in not exceeding 20 lines each.

1. What are the main features of word processing?
2. Write about search engines.

Section - B (Essay Answer Type)

2 x 15=30M

Note: Answer the following questions in not exceeding 4 pages each.

3. a) Write a note on the following
 - i) Status bar
 - ii) Use of common ICONS
 - iii) Applications of IECT

OR

- b) Explain the various input and output devices.

4. a) Explain the process of creating PowerPoint Presentation (PPT).

OR

- b) Write the note on the following terms:
 - i) Electronic mail
 - ii) E-Governance website
 - iii) Computer Networks