

FACULTY OF ARTS, COMMERCE & SCIENCES
B.A./B.Com./B.Sc., I-Semester (New-Backlog) Examinations, December-2020
(for General)

AECC-I
Basic Computer Skills

Time: 1½ Hours

Max Marks: 40

Section - A (Short Answer Type)

4 x 4 = 16M

Note: Answer any **Four** of the following questions in not exceeding 20 lines each.

1. Briefly explain the various types of computers.
2. Describe the different output devices.
3. State the evolution of operating system.
4. Distinguish between data and information.
5. Explain about print preview.
6. What do you understand by Animation?

Section - B (Essay Answer Type)

2 x 12 = 24M

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

7. a) What is computer? Explain its components and its importance in Business.

OR

- b) Define operating system. Discuss its functions and types.

8. a) What do you understand by information system? Explain the ethical and social issues in it.

OR

- b) Describe the procedure for creating, editing and saving documents with examples in PowerPoint Presentation.

