Enrollment No: _____ Exam Seat No: _____

C.U.SHAH UNIVERSITY
Winter Examination-2015

Subject Name: Computational Skills

Subject Code: 4LS02CMP1 **Branch: B.Sc. (Microbiology)**

Semester: II **Date: 19/11/2015** **Time: 10:30 To 1:30** **Marks:70**

Instructions:
(1) Use of Programmable calculator & any other electronic instrument is prohibited.
(2) Instructions written on main answer book are strictly to be obeyed.
(3) Draw neat diagrams and figures (if necessary) at right places.
(4) Assume suitable data if needed.

Q-1 **Attempt the following questions:** **(14)**

a) Define the term Computer

b) What is OS?

c) What is the full form of CPU?

d) Which function key is used for spell check in MS office

e) Define the term Network

f) Define the term Virus

g) Define the term Worksheet

h) What is the full form of ROM?

i) Which key/keys is used for find and replace in Excel?

j) What is website?

k) What is the use of MS-Paint?

l) What is the use ISIS/Draw?

m) What is the shortcut key to run PowerPoint presentation?

n) Define the term Internet

Attempt any four questions from Q-2 to Q-8

Q-2　　　　**Attempt all questions**

(1)　　Describe various classifications of computers.　　**(5)**

(2)　　Describe Computer Organization with suitable diagram　　**(5)**

(3)　　List out various types of OS. Explain any two of them　　**(4)**

Q-3　　　　**Attempt all questions**

(1)　　What is DOS? Explain any two external DOS commands　　**(5)**

(2)　　Explain Mail merge in detail.　　**(5)**

(3)　　Describe various charts available in MS Excel　　**(4)**

Q-4　　　　**Attempt all questions**

(1)　　Describe various components of network　　**(7)**

(3)　　Write a note on MS Access　　**(7)**

Q-5　　　　**Attempt all questions**

(1)　　Discuss various hardware and software required for internet.　　**(7)**

(2)　　Discuss page setup in MS Word.　　**(7)**

Q-6　　　　**Attempt all questions**

(1)　　Explain any seven libraries function of MS Excel.　　**(7)**

(2)　　Write a note on Email　　**(7)**

Q-7　　　　**Attempt all questions**

(1)　　What is PowerPoint presentation? Discuss its features and application　　**(7)**

(2)　　Explain various animations in PowerPoint　　**(7)**

Q-8 **Attempt all questions**

    (1)   Describe MS -Paint in detail **(7)**

    (2)   Describe mean and median with suitable example **(7)**