

SECTION-B

UNIT-I

2. Draw a labeled block diagram of a computer. Further explain the various functions of different units of a computer.
3. List and explain the different number systems. Also list their formats for inter-conversion.

UNIT-II

4. Explain what is meant by a storage media. What are its types? List the various storage media commonly used today giving examples.
5. Write notes on :
 - a) Generations of languages
 - b) Application and system software

UNIT-III

6. Write notes on :
 - a) Page formatting in MS Word
 - b) MS PowerPoint clippings
7. Explain what is meant by mail merge in MS Word? What are its uses and how is it applied?

UNIT-IV

8. Define an electronic spreadsheet. List the characteristics and uses of MS Excel.
9. Differentiate in detail between data sorting and data filtering. Give examples.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.