



I Semester B.Tech. Examination, Feb./March 2010
COMPUTER FUNDAMENTALS

Time : 3 Hours

Max. Marks : 80

Instructions : 1) Answer *all* questions in Part A, **6** out of 8 questions in Part B and **3** out of 5 questions in Part C.

2) Part A : Questions from **1** to **8** carry **1** mark *each* and **9** to **14** carry **2** marks *each*.

3) Part B : *Each* question carries **5** marks.

4) Part C : *Each* question carries **10** marks.

PART – A

1. What is a File ?
2. How to open DOS ?
3. What is a Toolbar ?
4. What is format-painter ?
5. Define Operating System ?
6. Write the syntax for Attrib Command.
7. What is a Webpage ?
8. Give the DOS command to create a new file from the console.
9. How to add a clipart in a presentation ?
10. How to print a page in MS-Word ?
11. How to run macros ?
12. What is the use of page setup ?
13. How to save WebPages ?
14. What are the objectives of DOS ?



PART – B

1. Mention all basic functions of MS-Excel.
2. Explain the process of generating table of contents.
3. What is the use of Web wizard ?
4. Explain the toolbars in MS-Word window.
5. Explain any five external commands with examples.
6. What are the properties of a table ?
7. Explain any five external commands with examples.
8. How to add an image from a file in a document ?

PART – C

1. What is an operating system ? Explain the types of operating system with examples.
 2. Explain the mail merge feature with an example.
 3. Explain the options available in file menu and edit menu in MS-Word.
 4. Explain the parts of MS-Word Window.
 5. What is a Style? Explain the creation, modification and deletion of a style from the style dialogue box.
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