

KRISHNA UNIVERSITY

BCA – I YEAR : COMPUTER APPLICATIONS : I SEMESTER(CBCS)

Life Skill Course: Basic Computer Applications

Time: 1 ½ hr (90 Min)

MODEL QUESTION PAPER

Max Marks: 50

SECTION A (Total: 4x5=20 Marks)

(Answer any four questions. Each answer carries 5 marks)

1. Write about characteristics of computer.
2. Write about cache memory.
3. Discuss the need of recycle bin in computers.
4. How to insert symbols into a word document?
5. Write about setting up page borders in a word document.
6. Write about auto fill option in MS – Excel.
7. How to sort values in MS – Excel.
8. Write about adding clip art to a slide in power point presentation.

SECTION B (Total: 3x10 = 30 Marks)

(Answer any three questions. Each answer carries 10 marks)

9. Explain block diagram of a computer.
10. Discuss about various input devices.
11. Explain mail merge in MS – Word.
12. Give an overview of MS – Excel features.
13. Explain about creating a presentation in MS – PowerPoint.

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