GOVERNMENT COLLEGE FOR WOMEN(AUTONOMOUS),SRIKAKULAM
REACCREDITED WITH NAAC 'A' GRADE

B.A, B.Com, B.Sc (Regular) / Semester-I
(w.e.f.2020-2021 Admitted Batch)

PAPER : Computer Applications   **TIME : 1 ¹/₂ Hrs**
Marks : 50   **Date : 11-08-2021**

SECTION –A

Section A

I. Answer Any **FOUR** questions. Each answer carries 5 marks   **(4 X 5 = 20 marks)**

1. Write about characteristics of Computer.
2. Differentiate Hardware, Software and Human ware.
3. Explain steps for Creating tables in MS-Word.
4. Explain Features of MS-Word.
5. How to Enter & Edit data in MS-Excel?
6. Discuss about MS-Excel features.
7. How to add Clip art in MS-PowerPoint?
8. Discuss about MS-PowerPoint features.

II. Answer any **THREE** questions. Each question carries 10 marks. **(3 X 10 = 30 marks)**

1. Explain about Digital Computer with a block diagram.
2. Explain Mail Merge concept in MS-Word.
3. Explain Word Window Components.
4. How to insert charts in MS-Excel?
5. How to create a Presentation in MS-PowerPoint?