

**FACULTY OF SCIENCE**

**B.A./B.Com. /B.Sc./BSW/BBA/B.Sc. (Hons.) (CBCS) II – Semester Examination,**

**June/July 2024**

**(Common Paper for All Courses)**

**Subject: Basic Computer Skills**

**AECC – II**

**Time: 1 ½ Hours**

**Max. Marks: 40**

**Note: Answer any two questions.**

**PART – A**

**(2 x 5 = 10 Marks)**

1. What is the difference between RAM and ROM?
2. What is Booting? Explain various types of Booting?
3. Explain how to create Slide Show in Power Point.
4. Explain about Cell Reference in Excel?

**PART – B**

**Note: Answer all the questions.**

**(2 x 15 = 30 Marks)**

5. (a) What are Input and Output Devices? Explain about any three Input and three Output Devices.  
(OR)  
(b) What is Word Processing? Explain various features of Word Processing.
6. (a) What is E-Mail? What are the advantages and disadvantages of E-Mail?  
(OR)  
(b) Explain different kinds of Mathematical and Statistical Functions in Excel.

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