

GUJARAT TECHNOLOGICAL UNIVERSITY**B. HMCT – SEMESTER – I • EXAMINATION – WINTER 2013****Subject Code: 113305****Date: 27-12-2013****Subject Name: Basics of Computers****Time: 10.30 am - 01.00 pm****Total Marks: 70****Instructions:**

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

- Q.1** (a) What is computer? Explain different types of devices? **07**
(b) What is OS? Explain function of OS in detail. **07**
- Q.2** (a) Define types of Languages. **07**
(b) What is memory? Explain difference between RAM & ROM? **07**
- OR**
- (b) Write 7 commands used in MS DOS? **07**
- Q.3** (a) What is MS Word? Explain its features? **07**
(b) Define mail merge & gives the steps for mail merge? **07**
- OR**
- Q.3** (a) What is MS ACCESS? Explain and state its uses **07**
(b) What is Spread sheet? Why it is used? **07**
- Q.4** (a) What is Power point and state its uses? **07**
(b) Write down any seven short cut keys used in Power point **07**
- OR**
- Q.4** (a) Why power point presentation is required in hotel Industry ? **07**
(b) State Features of Power point **07**
- Q.5** (a) What is internet & explain different topologies? **07**
(b) S N on LAN, MAN, WAN **07**
- OR**
- Q.5** (a) What is E commerce? **07**
(b) Explain Transmission media? **07**
