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**G. VENKATASWAMY NAIDU COLLEGE (AUTONOMOUS), KOVILPATTI – 628 502.**



**UG DEGREE END SEMESTER EXAMINATIONS - APRIL 2025.**

(For those admitted in June 2021 and later)

**PROGRAMME AND BRANCH: B.A., B.COM., B.B.A., B.Sc. AND B.C.A.**

SEM	CATEGORY	COMPONENT	COURSE CODE	COURSE TITLE
VI	PART - IV	OPEN ELECTIVE	U21CA6OE	COMPUTER BASICS

**Date & Session: 07.05.2025/FN**

**Time : 3 hours**

**Maximum: 100 Marks**

Q. No.	SECTION – A (10 X 10= 100 Marks) Answer any <u>Ten</u> Questions.
1.	Explain the important features of micro, mini, mainframes and super-computers.
2.	What are printers? Explain the various types of printers in detail?
3.	State the necessities of Input and Output devices.
4.	What is a File Manager? Outline its responsibilities.
5.	Define digital computer. Provide its anatomy and explain the functioning of such a computer through its block diagram?
6.	Discuss the fundamental components of a computer system? Which component of a computer system executes the program?
7.	Write down the purpose of formatting toolbar?
8.	Illustrate the steps to cut and copy the text and its shortcut keys.
9.	Discuss Table- handling in MS-Word.
10.	Discuss the important functions of an operating system.
11.	What is Windows operating system? List its important versions.
12.	Briefly Discuss the components of Word Document Window.
13.	How to Set the mail merge in word.
14.	Describe the Macros in word.
15.	Illustrate various ways to insert picture in a document.