

## **J-34**

**B.A. (Part-I) (Old Course)  
Examination, 2021  
COMPUTER APPLICATION**

**Paper - II**

**(Operating System and Office Automation)**

*Time Allowed : Three Hours*

*Maximum Marks : 50*

*Minimum Pass Marks : 17*

**Note :** Attempt all the five questions. One question from each unit is compulsory. All questions carry equal marks.

### **Unit - I**

**Q. 1.** Explain any five internal command of DOS. **10**

**Or**

**Q. 2.** What is operating system ? Explain its function. **10**

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**P.T.O.**

**(2)**

### **Unit - II**

**Q. 3.** What do you mean by window accessories ?

Explain. **10**

**Or**

**Q. 4.** Write short notes : **10**

(a) Desktop Screen

(b) Recycle Bin

### **Unit - III**

**Q. 5.** How can we create a table in MS-Word 2007 ?

Explain. **10**

**Or**

**Q. 6.** What is paragraph ? Explain various options of

paragraph formatting in detail. **10**

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**(3)**

**Unit - IV**

**Q. 7.** How can we format excel worksheet ? Explain. **10**

**Or**

**Q. 8.** What is chart ? Explain its element. **10**

**Unit - V**

**Q. 9.** Explain auto content wizard in detail. **10**

**Or**

**Q. 10.** How can we animate object of a slide in  
MS-PowerPoint 2007 ? Explain. **10**



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