

2. Answer any three from the following questions (each within 100 words)

4×3 = 12

- (a) What is an IC? How it helps in reducing the size of computers?
- (b) Write the full form of following abbreviations used in computer technology :
IBM, VLSI, UNIVAC, MICR, OCR, OMR.
- (c) Write down the basic difference between 'save' and 'save as' command.
- (d) Define the term multiprogramming and multiprocessing.
- (e) What is shareware? What are the advantages and limitations of using shareware.

3. Answer any three from the following questions (each within 250 words)

6×3 = 18

- (a) Describe organization of a computer.
- (b) What is an operating system? What are the functions of operating system in a computer?
- (c) What is a utility program? List some tasks commonly performed, by utility program.
- (d) Define and distinguish between application software and system software, write three examples of each.
- (e) What do you mean by animation? Write down the steps for applying an animation effect.

4. Answer any four from the following questions (each within 400 words)

10×4 = 40

- (a) What do you mean by central reservation system? What are the main advantages of a CRS?
- (b) What is MIS? What are the role of MIS in an organization?
- (c) In MS-Word -
 - (i) How can you highlight-text-without using the mouse?
 - (ii) What is the function of UNDO command?
 - (iii) What are the keyboard shortent for Cut, Copy, Print and Select All?
 - (iv) What are the steps to insert a table in a document?
 - (v) What are the steps to create newspaper style columns?
- (d) What are the features of MS-Excel? What is a chart and explain different steps for inserting a chart in Excel.
- (e) What are the basic components of the CPU of a computer system? Describe the role of each component in the functioning of a computer system.
- (f) Write short notes on -
 - (i) Batch processing
 - (ii) Real-time processing