

COMPUTER

H-3 – BMCA (7)

2013

Time : 3 hours

Full Marks : 100

Candidates are required to give their answers in their

Own words as far as practicable.

The questions are of equal value.

*Answer any **five** questions.*

1. **What do you know about the different generation of computer, explain them.**
2. **What do you mean by keyboard? Write about different types of keys with example. What is the different between function key and caps lock key?**
3. **What do you understand by MS-Office? Describe MS-Word and MS-Power Point. Write about part of MS-Word Processing.**
4. **What do you mean by Mail-Merge? Describe with suitable example and detail.**
5. **Describe the use of internet technology in our daily life. Describe advantages and disadvantages of using internet technology in detail.**
6.
 - (a) **How many types of pages in Desk Top Publishing (DTP)? Explain it.**
 - (b) **Write five names of DTP software? Explain benefit, of it.**
7.
 - (a) **What is the difference between ‘cc’ and ‘bcc’? Write the benefit of group mailing.**
 - (b) **Write the step-by-step Procedure to send an e-mail with an attached file.**

8. (a) **What is Adobe PageMaker? Define the term column guide in PageMaker.**

 (b) **Write the use of PageMaker application in media?**

9. (a) **What is computer virus? Define its types.**

 (b) **What is cyber crime? Define the term piracy.**

10. (a) **Describe the options available in the main menu bar of MS-Word?**

 (b) **What is the function of undo and redo command? How do you save a document in MS-Word?**