

Term End Examination – December, 2017

Diploma in Management

Course Code: DIM-07

FUNDAMENTALS OF COMPUTER APPLICATION

(Session: 2016-17)

Time - 3 hours

Full Mark - 100

Answer any four questions from Group - 'A', any two questions from Group - 'B' and any three questions from Group - 'C'

Group 'A'

Marks: 5 × 4= 20

(Answer any four questions each within 100 words)

Q. No. 1

- a) Define a Computer. What are the characteristics of a computer?
- b) What is a RAM? How it is different from a ROM?
- c) Write the steps to create and save a new MS-Word document.
- d) What is application software? Give two examples of it.
- e) Define Information System. What are the uses of information systems?

Group 'B'

Marks: 10 × 2= 20

(Answer any two questions each within 250 words)

Q. No. 2

- a) Define an Operating System. What are different types of operating systems?
- b) Name and write the uses of various types of graphics items used in MS EXCEL.
- c) Define MIS. Write the major functions of Management Information Systems.
- d) Write the steps to delete, rename, hide, and copy a file in a folder.
- e) What is the role of Information Systems in business?

Group 'C'

Mark: 20 × 3= 60

(Answer any three questions each within 500 words)

Q.No.3 Discuss about different types of input and output devices used in a computer.

Q.No.5. What is a social media? Give examples of some popular social media.

Q.No.6. Explain various components of MS Power point-2010.

Q.No.5) Discuss about various components of a typical information system.

Q.No.7) What is a computer-based information system? Discuss different categories of computer-based information system.

Q.No.8) Explain various types of charts and graphs used in Ms-Excel.