Time – 3 hours   **Full Marks – 100**

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

Group 'A'
(Answer any 4 questions within 100 words)

Q. No. 1   Mark: 5x4=20

    a) What are the broad applications of modern computer?
    b) Write the function of RAM in a digital computer?
    c) Write a procedure to create and save a new MS PowerPoint.
    d) Explain the classifications of software used in a computer.
    e) What do you mean by system? Why information systems are needed?
    f) What is the procedure of formatting a text in MS-Word?
    g) Define table, row, column and cell in MS-Excel.

Group 'B'
(Answer any 2 questions within 250 words)

Q. No. 2   Mark: 10x2=20

    a) Explain the functions of an operating system.
    b) What do you mean by chart? Explain various types of charts in MS Excel.
    c) What are the basic advantages maintaining an MIS?
    d) Write the steps to delete, rename, hide, and copy a file in a folder.
    e) How an information system supports business organizations.

Group 'C'
(Answer any 3 questions within 500 words)

                                                           Mark: 20x3=60

Q. No. 3 Discuss about different types of devices used in a computer.
Q. No. 4 Discuss the scope and importance of Management Information System.
Q. No. 5 Write the important applications of MS PowerPoint.
Q. No. 6 Highlight the benefits of management information systems. Also point out the limitations of MIS
Q. No. 7 Explain how does information system supporting to different levels of management?
Q. No. 8 Discuss the features and functions of MS-Word in brief.

***