

Term End Examination – June, 2017

Diploma in Management

DIM-07: FUNDAMENTALS OF COMPUTER APPLICATION

(2016 Syllabus)

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

- What are the applications of a computer?
- Write the function of RAM in a digital computer?
- Write a procedure to create and save a new MS PowerPoint.
- What are different types of software used in a computer?
- What is an Information system? Why information systems are needed?
- What do you mean by formatting a text in MS-Word?
- Define table, row, column and cell in MS-Excel.

Group 'B'

Marks: 10 × 2= 20

(Answer any two questions each within 250 words)

Q. No. 2

- Write the functions of an operating system.
- What do you mean by chart? Explain various types of charts in MS Excel.
- What are the typical characteristics of an MIS?
- Write the steps to delete, rename, hide, and copy a file in a folder.
- Explain how an Information System supports business Organizations.

Group 'C'

Mark: 20 × 3= 60

(Answer any three questions each within 500 words)

Q.No.3 Discuss about different types of memory devices used in a computer.

Q.No 4. Discuss the benefits of Management Information Systems.

Q.No 5. Write the different features and 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 different types of computer based information systems supporting to different levels of management?

Q.No 8. Discuss the features and functions of MS-Word in brief.