

Time 3 Hours]

[Max. Marks 50

**Note : All questions are compulsory. All questions carry equal marks.**

1. (a) Explain Von-Neumann Model of Computers and explain its main features.
- (b) How numbers are represented internally? Explain integer representation and floating point representation.

**OR**

- (a) Convert the following :
    - (i)  $(1101.101)_2 = (?)_{10}$
    - (ii)  $(21)_{10} = (?)_2$
    - (iii)  $(48.625)_{10} = (?)_2$
    - (iv)  $(173)_8 = (?)_{10}$
    - (v)  $(2479)_{10} = (?)_{16}$
  - (b) Write short notes on the following :
    - (i) BCD
    - (ii) ASCII
2. (a) What do you understand by an Operating System? Explain three main purposes of an Operating System.
  - (b) What is the difference between COM and EXE Files? Explain the method of creating and executing a batch file

**OR**

- (a) Explain the full booting process of DOS and write the role of command.com file or cmd.exe in DOS environment.
  - (b) Write any five internal commands of DOS and explain them.
3. (a) Write short notes on the following :
    - (i) Network Neighbourhood.
    - (ii) Dial up settings.
  - (b) Discuss different desktop screen management options available in Windows 2000.

**OR**

Discuss different features of Windows-2000.

4. (a) Explain five table handling options available in table menu of MS-Word.
  - (b) Explain five different ways by which a picture can be used in a word document.
- OR**
- (a) How graphs can be inserted and used in a MS-Word document? Explain different options available with it.
  - (b) What is the use of a macro in Word document? Explain the process of creation of a macro.
5. Describe 10 most important features of MS-Power Point. Explain why do you think that they are most important?

**OR**

Write short notes on the following :

- (a) Slide Sorter
- (b) Slide Miniature
- (c) Slide Transition
- (d) Slide Show.

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