

This question paper contains 1 printed page.

B.A. LL.B./B.B.A. LL.B. (Sem - III)

Roll No. 550830

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Com. Edu.

B.A. LL.B./B.B.A. LL.B. THIRD SEMESTER EXAMINATION 2021 - 22

Paper No. - 3.4

(COMPUTER EDUCATION)

Time Allowed: Two Hours

Maximum Marks: 60

- Each question carries equal marks.
 - Question paper contains six questions in all. Examinee will attempt any three questions out of these six questions.
 - Write your roll number on question paper (on right hand upper corner) before start writing answer of questions.
1. What is an Operating System? Explain the functions of operating system.
 2. What are the components of Windows Operating System?
 3. What is Mail-Merge? Why mail-merge is important? Write down the steps involved in mail-merge.
 4. Explain different types of graphs available in MS-Excel.
 5. Write note on E-mail. What are the advantages and disadvantages of E-mail?
 6. Attempt any two questions out of given four questions:-
 - (i) Draw a block diagram of Computer and the functions of its each unit.
 - (ii) Write various options available in "Find and Replace" in MS-Word.
 - (iii) What is Slide Sorter? Discuss its advantages.
 - (iv) What are the different modes of Data Communication?