

Seat No. : _____

MF-128

March-2022

B.A., Sem.- I

EC-I-102 : Computer Application

(Operating System and Business Data Processing)

Time : 2 Hours]

[Max. Marks : 25

PART – 1

Instruction : Answer any **Three** questions :

1. Define an Operating System. Write the components of Unix Operating System and explain them. 7
2. Write differences between Windows and Unix Operating Systems. 7
3. What is Shell ? List different available Shells in Unix OS and explain them. 7
4. What is the use of Control Panel ? Explain any three options from it. 7
5. Write the components of main screen of MS Excel and explain them. 7
6. With the help of suitable example, explain Sort and Filter in MS Excel. 7
7. Explain any three options from Data Menu of MS Excel. 7
8. Explain the following Functions with suitable example : 7
 - (1) IF()
 - (2) COUNT()
 - (3) MID()

PART – 2

9. Answer the following in brief (Any **Four**) :

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- (1) What is GNOM in Linux ?
 - (2) What is the function of “cp” command in Unix ?
 - (3) Give a command to delete a Directory (Folder) in Unix.
 - (4) List the components of Desktop in Window OS.
 - (5) What is the default height of a Cell in MS Excel ?
 - (6) What is the Cell address of last column of a worksheet in MS Excel ?
 - (7) What is the use of Name Box in MS Excel ?
 - (8) Which sign is used before entering Formula or Function in a Cell in MS Excel ?
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