



‘समाचो मन्त्रः समितिः समानी’

UNIVERSITY OF NORTH BENGAL

B.A./B.Sc. Sec 2nd Semester Examination, 2024

UECOSEC12002-ECONOMICS

BASIC COMPUTER APPLICATION IN ECONOMICS

Time Allotted: 2 Hours

Full Marks: 40

The figures in the margin indicate full marks.

GROUP-A

1. Answer any *five* questions:

1×5 = 5

- Distinguish between RAM and ROM.
- Write any two internal and external storage devices each.
- Define Worksheet.
- Define a computer.
- How can you differentiate between ‘Save’ and ‘Save As’ commands?
- How can you insert page number in MS Word?
- What is Ribbon?
- Differentiate between Software and Hardware.

GROUP-B

Answer any *three* questions

5×3 = 15

2. Define the following shortcuts:

- Ctrl+C
- Ctrl+V
- Ctrl+Z
- Ctrl+P
- Ctrl+A

3. (a) Explain the main features of Power Point.

2+3

(b) Explain the process of creating new Slides using Slide master.

4. Explain the process of creating Bar-Chart in MS-Excel Software.

5. Explain the steps required to insert Word Art in a document in MS-Word.

6. Write a short note on output devices with examples.
7. Explain the storage devices used in computer.

GROUP-C

Answer any *two* questions from the following

10×2 = 20

8. Discuss the evolution of development of computer system.
9. (a) What is word processing software?
(b) Discuss different features of MS Word.
(c) Explain how to open and save a file in MS Word?
- 10.(a) Discuss the main functions of MS Power Point Presentation.
(b) How can you create a slide in Power Point Presentation?
11. Write short notes on:
(a) Operating System (OS)
(b) Insert Coloumn and Row in Documents
(c) Insert Objects in Slide
(d) Slide Transition.

3+3+4

5+5

$2\frac{1}{2} \times 4 = 10$