

2014

Time : 3 hours

Full Marks : 80

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Answer from both the Groups as directed.

Group - A

(Objective-type Questions)

Answer all questions.

1. Choose the correct option from four given multiple choices : $2 \times 10 = 20$

(a) Subscript is associated with :

(i) MS-EXCEL

(ii) MS-ACCESS

(iii) MS-POWERPOINT

(iv) MS-WORD

- (b) File extension is MS-WORD is :
- (i) .DOC
 - (ii) .PPT
 - (iii) .XLS
 - (iv) All of the above
- (c) In computer, 1024 bytes is equal to :
- (i) 1 kilobyte
 - (ii) 1 Megabyte
 - (iii) 1 Terabyte
 - (iv) None of the above
- (d) MS-EXCEL is a :
- (i) Word processing software
 - (ii) Spreadsheet package
 - (iii) Database software
 - (iv) None of the above
- (e) Correcting a text of document is called :
- (i) Formatting
 - (ii) Editing
 - (iii) Proofing
 - (iv) None of the above

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(2)

Contd.

- (f) The utility used to increase the speed of program is called :
- (i) Disk cleanup
 - (ii) Disk Formatting
 - (iii) Disk Fragmentation
 - (iv) None of the above
- (g) DOS is a :
- (i) Text Processing System
 - (ii) Operating System
 - (iii) Presentation System
 - (iv) None of the above
- (h) W3C stands for :
- (i) World Wide Web Consortium
 - (ii) World Three Consortium
 - (iii) World Wide Web Certified
 - (iv) None of the above
- (i) WINDOWS provides :
- (i) Graphical User Interface
 - (ii) Character User Interface
 - (iii) Both of these
 - (iv) None of the above

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(3)

(Turn over)

5. Explain the structure of spreadsheet, and discuss its application in modern business application.
6. What do you mean by Networking ? Give the name of the essential hardware and software used for networking.
7. What is 'Internet' ? What hardware and other software required to activate internet on a computer ? Explain.
8. Describe any five (5) important features of Data Base Management System (DBMS).
9. List out any five (5) important parts of a computer with their functions.
10. Write short notes on the following :
 - (a) Windows Explorer
 - (b) Recycle Bin

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- (j) Internet is an example of :
- (i) Local Area Networking
 - (ii) Wide Area Networking
 - (iii) Metropolitan Area Networking
 - (iv) None of the above

Group - B
(Long-answer Type Questions)

Answer any four questions of the following :
15x4 = 60

2. What do you mean by 'Computer Programming' ? Name any two Programming Language with their use and feature.
3. Differentiate between System Software and Application Software with example.
4. Explain, in brief, the following:
 - (i) Mail Merge feature of MS-WORD
 - (ii) Pivot Table feature of MS-EXCEL

NR - 6/3 (4) Contd.