

2015

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 of the following :

1. Choose the correct option from four given multiple choices : 2×10 = 20
 - (a) Which extension is given to writer document by default ?
 - (i) .odt
 - (ii) .com

(iii) .doc

(iv) None of these

(b) Which of the following is not the option of edit menu ?

(i) Cut

(ii) Copy

(iii) Paste

(iv) Page setup

(c) Which of the following will you opt for saving a file ?

(i) Save button on standard toolbar

(ii) Save option from file menu

(iii) Pressing Ctrl + S

(iv) Any of the above

(d) Cut operation can also be accomplished by using the short cut key :

(i) Ctrl + A

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(2)

Contd.

(ii) Ctrl + X

(iii) Ctrl + C

(iv) Ctrl + V

(e) File extension of MS-power point is :

(i) DOC

(ii) .ppt

(iii) .XLS

(iv) All of the above

(f) To create an absolute cell referencing _____ sign is used before the parts of formula.

(i) \$ sign

(ii) # sign

(iii) ^ sign

(iv) ·|· sign

(g) An electronic page in a presentation is called :

(i) Page

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(3)

(Turn over)

- (ii) e-page
- (iii) Slide
- (iv) e-slide

(h) Slide show command is present on _____ menu.

- (i) Edit
- (ii) Tools
- (iii) Format
- (iv) Slide show

(i) DOS is a :

- (i) Text processing system
- (ii) Presentation system
- (iii) Operating system
- (iv) None of the above

(i) Which one is primary memory ?

- (i) HDD
- (ii) FDD

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(4)

Contd.

- (iii) Cache
- (iv) Pen-Drive

Group - B

(Long-answer Type Questions)

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

2. What are the two primary objectives of having an operating system in a Computer System ? Explain how an operating system helps in meeting these objectives.

3. Differentiate between the following :

- (a) The print preview and the print options
- (b) Copy option and cut option
- (c) Find and replace option

4. How can you send your MS-word document as an attachment by an E-mail ? Write all steps.

5. Distinguish between the following :

- (a) Design template presentation option and blank presentation option

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(5)

(Turn over)

(b) Custom Animation and Slide Transition

6. Describe the different types of networks.

7. Define the following terms :

(a) Web address

(b) ISP

(c) Hyper link

(d) Internet Browser

8. Differentiate between the following :

(a) MAN and WAN

(b) Internet and MAN

(c) E-mail and WWW

(d) Standalone computer and workstation

9. Write short notes on the following :

(a) Database Models

(b) Database schema

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(6)

Contd.

(c) Components of DBMS

(d) Query features in Database System

10. Write 10-points on advantages and disadvantages of DOS ?



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(7)

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