

SECTION- A (Total Marks: 20)**I. Select the correct answer (X) (Marks: 20, each question is 2 marks)**

1. In contrast to early computers, today's computers are

- a. Faster () b. Available to more people () c. more expensive ()
d. a. and b. () e. b. and c. () f. None of them ()

2. Leibniz digital computer only facility was/were available

- a. Addition & subtraction () b. Multiplication & Division ()
c. Integration & Differentiation () d. a. and b. () e. b. and c. ()
f. a., b. and c. () g. a. and c. () h. None of them ()

3. A set of program containing instructions that coordinate all the activities among computer hardware devices

- a. Utility program () b. Operating System () c. User Interface ()
d. Application Program () e. Maintenance File () f. None of them ()

4. In the MS-Word while typing a word/sentence in a document, the word/phrase with underline in green color indicates.

- a. Spelling mistake () b. Grammatical mistake () c. a. and b. ()
d. Inserting mistake () e. a. and c. () f. None of them ()

5. In the computer, the volatile memory is/ are known as

- a. REM () b. ROM () c. RAM () d. REM & RAM ()
e. RAM and ROM () f. RAM, REM and ROM ()

6. The part of the computer that display the output is the

- a. CPU () b. Graphic Table () c. Mouse () d. Monitor ()
e. Keyboard () f. None of them ()

7. Memory in which information is stored when the power is off is referred to as

- a. Hard Disk () b. RAM () c. ROM ()
d. b. and c. () e. c. and d. () f. None of them ()

8. The function of a MODEM is to convert signal from

- a. Digital to Analog () b. Analog to sine wave () c. a. and b. ()
d. Analog to Digital () e. b. and d. () f. a. and d. ()
g. None of them ()

9. To copy a file using WINDOWS from "My Document" folder to a flash identified by the system as drive H the following options is/are used in the EDIT menu

- a. Cut () b. Copy () c. Paste () d. a. and b. ()
e. b. and c. () f. None of them ()

10. The unit that performs arithmetic and logical operations is called

- a. ALU () b. Editing () c. Storage () d. output ()
e. MMU () f. None of them ()

II. Write down the WINDOWS/DOS Commands

(Marks: 10, each question is 2 marks)

i. How to open the existing file :

ii. How to remove the directory in (DOS) :

iii. How to underline the selected text :

iv. What is the command for spelling check :

v. How to clear the screen in (DOS): :

45

SECTION- B (Total Marks: 30)

1. Write down the full form of (10 marks total, 2 marks each)

NUMA: _____

CPU _____

MODEM _____

UPS _____

SNOBOL _____

2. Matching (10 marks total, 2 marks each)

(-----) Microsoft Office Excel 1. Operating System

(-----) Corel Paradox 2. Computer Language

(-----) Terabyte 3. Spreadsheet

(-----) WINDOWS 4. Data management

(-----) COBOL 5. Memory unit

3. Conversion

(Total Marks : 10)a. Binary Number 1100110_2 convert into Decimal Number **(Marks: 5)**b. Decimal Number 67_{10} convert into Binary Number **(Marks: 5)**

47

SECTION- C (Total Marks: 40)

1. Write down the five database programs including Microsoft **(Marks: 10)**

i. _____

ii. _____

iii. _____

iv. _____

v. _____

2. What is spreadsheet? Write down the name of three spreadsheets **(Marks: 10)**

i. _____

ii. _____

iii. _____

3. What are the Operating system and Booting in computer?

(Marks: 10)

4. What is Programs? Describe the five input devices of computer

(Marks: 10)

i. _____

ii. _____

iii. _____

iv. _____

v. _____

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SECTION	INTERNAL EXEMINER		INTERNAL MODERATOR	
	MARK	SIGNATURE	MARK	SIGNATURE
I.				
II.				
III.				
IV.				