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June 2018

Marks

I   *Fill in the blanks:*   10 x 1 = 10

1. The _____ is also called as the brain of the computer.

2. The Operating System is the most common type of _____ software.

3. _____ is the shortcut key for help in windows.

4. In Excel, _____ creates automatically the sum.

5. _____ commands used to count the total number of line, words and character contained in Linux file.

6. Open Office _____ is similar to MS Word.

7. _____ is the short cut key for save in windows.

8. The default extension of Open Office Base is _____.

9. Picture option is in the _____ menu in MS PowerPoint.

10. In E-Mail terminology, BCC stands for _____.

II   *Match the following:*   10x1=10

1.	Joystick	a	Page style
2.	RAM	b	Ctrl + H
3.	Presentation	c	Excel
4.	Gadget	d	Input device
5.	Internet explorer	e	Mobile phone
6.	Formula	f	Impress
7.	Open Office Base	g	Bing
8.	Formatting	h	Primary memory
9.	Search engine	i	MS Access
10.	Replace	j	Browser

[Turn over...

III *Choose the best answer:*   10 x 1 = 10

1. Which one stores more data than a DVD?

   a. CD ROM   b. Floppy Disc   c. Blue Ray Disc   d. Red Ray Disc

2. The output shown on the computer monitor is called.

   a. VDU   b. Hardcopy   c. Screen Copy   d. Softcopy

3. Which of the following is not a type of page margin in MS Word?

   a. Left   b. Right   c. Center   d. Top

4. Superscript, subscript and strikethrough in MS Word are knows as

   a. Font face   b. Font style   c. Font effects   d. Font format

5. Doughnut is a type of _____ chart in Excel.

   a. Bar   b. Column   c. Line   d. Pie

6. A _____ enable you to view data from a table based on a specific criterion in MS Access.

   a. Form   b. Query   c. Macro   d. Report

7. What command is used to create directory in Linux?

   a. mddir   b. mkdir   c. rmdir   d. cd

8. To print PowerPoint presentation slide, press _____

   a. Ctrl + T   b. Ctrl + E   c. Ctrl + PP   d. Ctrl + P

9. E-Mail address is made up of

   a. Single part   b. Two parts   c. Three parts   d. Four parts

10. A website's front page/main page is called as _____

    a. Browser page   b. Home page   c. Search Page   d. Bookmark

IV   *Say TRUE or FALSE:*   10 x 1 = 10

1. *Calibri* is the default font of a MS Word 2007 document.

2. SMPS stands for Simple Mode Power Supply.

3. The Protect sheet option can be found in the review tab of the ribbon.

4. Hard disk, DVD belongs to primary memory.

5. The process of removing unwanted part of an image in MS Paint is known as bordering.

6. By running *whoami* command the user can gather information about themselves in Linux OS.

7. Field length does not appear when you open the table in the table design view in MS Access.

8. In Impress, F5 key used to view slide show.

9. Skype is telecommunication application software that specialize voice calls between computers.

10. Writer is a full featured word processor in MS Office.

V   *Write short answers for the following:*   15 x 2 = 30

1. What are the major features of MS Word?

2. What is sound card?

3. How can you create charts using MS Excel?

4. What are the uses of forms in MS Access?

5. How do you open a file in Impress?

6. What is primary key and what is its use in MS Access?

7. What is Open Office.org?

8. Write about quick launch tool bar.

9. What is an Open Office Impress?

10. How can you move a field in a table in Open Office Base?

11. What are the components of CPU?

12. What do you known about sorting in MS Excel?

13. How can you close an application in windows that is not responding?

14. Write any two applications using Tablets.

15. What are the different types of internet connections?

VI *Write answers in detail:*   6 x 5 = 30

1. (a) Describe about the history & generation of computers.

   (Or)

   (b) Briefly explain the types of computer.

2. (a) Explain the functions of Operating System.

   (Or)

   (b) Explain the following Linux commands:
      (i) tail (ii) diff (iii) mv (iv) more

3. (a) What is meant by adding effects to the PowerPoint presentation? Briefly explain.

   (Or)

   (b) Explain various types of adding graphics to the Power Point presentation?

4. (a) Explain about working with documents in Open Office Writer.

   (Or)

   (b) Explain the steps to create and insert charts in Open Office Calc.

5. (a) What are the different ways of creating a table in MS Access database?

   (Or)

   (b) Explain the different sections of reports in MS Access.

6. (a) What is auto fill in MS Excel? Explain any three inserting functions in MS Excel.

   (Or)

   (b) write short notes on: (i)WhatsApp (ii)UC Browser