Computer on Office Automation Model Test

I Fill in the blanks:- 10x1=10

1. All Formula in excel will start with _____

2. _____ is the command used to remove directory in Linux.

3. In email terminology BCC stand for _____.

4. Excel_____ feature is used to summaries workbook in to one worksheet.

5. _____ is a telecommunication network that is used for connecting computer and cover a wide geo area

6. _____ require user to link their phone line to a computer in order to access the internet.

7. A_____ is the final statement of data present in the database.

8. _____ the first matching value is highlighted in real time as you enter each character.

9. PC-AT system DMA channels_____.

10. The term_____ is used in the context of NAND flash memory.

II Match the Following: - 10x1=10

1. Insert footnote   – Pipe line

2. Oriented protocol   -- Mhz

3. Filter   – Find related records

4. VLOOK up connection – TCP

5. Primary Key   – AOL

6. Operating System   – IP

7. Processor   -- Device management

8. Previous action   -- Atrl+Ctrl+F

9. Internet   --undo

10. Search engines   -- No Duplicate.

III Choose the best answer:- 10x1=10

1. DVD Was Developed in _____ Year. (A)1995 (B)1993 (C)1994 (D)1996

2. Mother board requires _____ Power connectors. (a) 20 (B) 24 (C) 28 (D) 30

3. A file system is normally organized into directories for easy navigation and usage _____.
   (A) process management (B) device management (C) File Management (D) Memory management

4. When The computer starts for The first time or shutdown State to start system this type_____
   (A) Boot device (B) Boot sequence (C) Warm Booting (D) cold Booting

5. MS-Word is word processor software developed by Microsoft in _____. (A) 1983 (B)1981 (C) 1984 (D) 1980

6. _____ Serve as the foundation of a set of document to make sure they all have a similar layout.
   (A) Document (B) Template (C) Formatting (D) Styles

7. Web spider and crawlers are example of _____ (A) Browser (B) Flames (C) HTML (D) Search Engines

8. FTP Uses port _____ for the control connection and port _____ is used for the data connection.
   (A) 20,21 (B) 20,20 (C) 21,21 (D) 21,20

9. What Linux command is used to terminate processes _____ (A) kill (B) who (C) cat (D) tail

10. A _____ enables you to view data from a table based on a specific criterion.
    (A) form (B) Query (c) Macro (D) Report

IV True or False: - 10x1=10

1. It is possible to export drawing as macromedia flash files in open office Impress.

2. ROOT is the name of normal user account in Linux.

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

4. Write allow user to move a file to another folder or directory.

5. Autocorrect is a feature of excel 2007 that makes entering a series of need easier by logical repeating the series.

6. MS Word Provides a list of templates arranged under sample templates.

7. A parallel port is an external interface found on the back of the back of the super computer.

8. A tape file system is used to hold files on the tape as it is a tape Former and file system.

9. A WAN is a telecommunication network that is user for connecting computer and covers a wide geographical area.

10. Google forms are used to create surveys to meet curriculum objectives.

V   Write Short Answer for Questions:- 15x2=30 (Any Fifteen)

1. Write the Application of Google forms?
2. What is web browser? Give an example?
3. How to operating with MS-PPT files/Slide?
4. Write the benefits of Standalone presentations?
5. Explain the type of reports in open office Base?
6. What is finding information in database?
7. Define Open office Base?
8. How to printing that in open office calc?
9. What is page reference operator?
10. Define formula Auditing?
11. Any three open office writer main features?
12. How to exporting PDF in open office writer?
13. State the procedure to find and replace a text?
14. Why is Linux called an open source operating system?
15. What is sequencing of Booting?
16. How to connecting monitor, mouse, keyboard to system unit?
17. Define Magnetic Tape?
18. List about the classification of computer on the Basic of size?

VI   Write Answers in Details:- 6x5=30

1. Explain Classification of computer on the basic of processor? (OR) Explain about Mail merge in MS Word
2. What is Booting and Explain Briefly? (OR) What is procedure for inserting symbols in MS-Word? How will you do Automatic page numbering?
3. Explain Input and Output Devices in Computer? (OR) Write the step to open work book from excel and importing data from MS access data base?
4. How to creating charts and printing in open office calc and explain? (OR) Write about Transition in Impress?
5. What is data communication and type of Computer Networks? (OR) How to create table and how to creating Queries in Base?
6. Write the application of Google form, Google sheet, and Google slides? (OR) Explain the following Linux commands? 1) Tail 2)Passwd 3)kill 4)cmp 5)chmod