



# தமிழ்நாடு தட்டச்சு - கணினி பள்ளிகள் சங்கம் TAMILNADU TYPEWRITING - COMPUTER INSTITUTES' ASSOCIATION

(Regd. No : 43/2016)

Regd. Office : # 555/18, Gandhi Road, (1st Floor), Kanchipuram - 631 501.

## Computer on Office Automation Model Test-1(Unit-1, 2.1, 3, 7)

### 1. Fill in the blanks:-

- 1.The 4<sup>th</sup> generation computer are developed by using \_\_\_\_\_ Technology.
- 2.\_\_\_\_\_ is the measure of the time between entering an input and the returned output.
- 3.\_\_\_\_\_ Serves as a basic building block of programming logic.
- 4.Transformation of input to output is performed by \_\_\_\_\_
- 5.A desktop computer is a personal computing device design to fit on top of a \_\_\_\_\_
- 6.The first AT-Class system had a \_\_\_\_\_ version of the ISA Bus.
- 7.The term toggle mode is used in the context of \_\_\_\_\_.
- 8.Hard disk is a non-volatile storage device that contains platters and \_\_\_\_\_ rotating at high speed.
- 9.\_\_\_\_\_ are a new generation of storage device aimed at replacing hard disk.
- 10.A processors speed is measured in \_\_\_\_\_.
- 11Processor management program responsible for this task is known as \_\_\_\_\_.
- 12.A \_\_\_\_\_ is normally organized into directory for easy navigation and usage.
- 13.\_\_\_\_\_ OS Will allow a single user to operate several program at the same time.
- 14.The single network server is termed as \_\_\_\_\_.
- 15.Bootng is a \_\_\_\_\_ that start the operating system of a computer when it is turned on.
- 16.Mordern OS and application program code and data are stored on \_\_\_\_\_
- 17.A PC \_\_\_\_\_ Supports booting from various devices.
- 18.Most commonly \_\_\_\_\_ button is used to Reboot the system.
- 19.CMOS Means \_\_\_\_\_.
- 20.A Flash file system is responsible for restriction, performance and scalabilities of \_\_\_\_\_.
- 21.\_\_\_\_\_ Tab is used to add a table to a document.
- 22.Open office keeps a list of recently opened files under the \_\_\_\_\_ menu.
- 23.Word include a series of predefined graphic called \_\_\_\_\_ that can be insert into a word .
- 24.\_\_\_\_\_ are the space between the edge of the paper and the text.
- 25.\_\_\_\_\_ Can contain formatting specification, such as font, font size, color, line spacing.
- 26.Another way to get help in the help windows is to use the answer\_\_\_\_\_.
- 27.Display the page special spike shortcut Key \_\_\_\_\_.
- 28Openoffice is the leading \_\_\_\_\_ software suite for word processing, spreadsheet, data base more.
- 29.Styles can be used in all \_\_\_\_\_ Program.
- 30.Open office writer inserting a new table shortcut Key \_\_\_\_\_.
- 31.\_\_\_\_\_ Represent an agreement between the communication devices.
- 32.Every computer in internet is identified by a \_\_\_\_\_.
33. A special computer \_\_\_\_\_ is used to give name to the IP address so that can locate a computer by a name.
- 34.HTML \_\_\_\_\_



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35. Two wire copper telephone line connected to one home so service is delivered at the same time as landline telephone service \_\_\_\_\_.
36. Twitter tweets that contain up to \_\_\_\_\_ characters.
37. \_\_\_\_\_ are used to create surveys to meet curriculum objectives.
38. The browser is an application software to explore \_\_\_\_\_.
39. \_\_\_\_\_ is generally a privately owned network within a few kilo meters.
40. \_\_\_\_\_ is a web browser developed by Apple.

## 2. Write Short Answer for Questions? (Any fifteen)

1. Give example for storage devices?
2. Write the any five computer application?
3. Define Latency?
4. Explain Cloud storage?
5. Write the classification of computer on the basis of size?
6. What is SSD?
7. Define Processor Management?
8. Explain Function of Operating system?
9. Define GUI?
10. How to personalize windows?
11. How to convert word files to PDF?
12. List the advantage of mail merge feature?
13. Brief about find and replace menu in Open Office writer?
14. Write the step to spacing between Paragraphs?
15. Give Example for Search engines?
16. Any Three uses of Internet?
17. What is computer network?
18. Write the application of Google sheet?

## 3. Write Answers in Details (Any Six):-

1. Explain the details of functions of OS and Types of OS ?
2. Detail about classification of computer on the basis of size?
3. Explain about the Central processing unit?
4. Explain the parts of windows?
5. Explain the header and footer group MS – Office word?
6. Explain security option and working in open office writer?
7. Explain the step to create an Email-ID
8. What is data communication and Explain Type of Computer networks?