

(ENGLISH)

[TIME ALLOWED—3 HOURS]

(MARKS—100)

**COMPUTER FUNDAMENTALS P. C. SOFTWARE TOOLS AND R. D. B. M. S.
(THEORY-1)****Marks**1. (a) Fill in the blanks (any *five*) :— 5

- (i) is a pointing device having 2 or 3 buttons.
- (ii) Method is used at the bottom of banking cheque.
- (iii) Optical mark reader just or rejects the input data.
- (iv) Software controls the internal computer operations.
- (v) SATA are hard disk.
- (vi) Parallel parts generally have pins.

(b) State *True* or *false* (any *five*) :— 5

- (i) We can select odd or even pages to print in MS-Word.
- (ii) F1 is the shortcut for help.
- (iii) Arithmetic calculations can be done in Excel.
- (iv) Excel does not format the entry in the formatting bar.
- (v) Printer is an output device.
- (vi) MS-Word is not a part of MS-Office suite.

(c) Write long forms of the following (any *five*) :— 5

- (i) G. U. I. (ii) K. B. (iii) B. I. O. S.
- (iv) D. P. I. (v) E. D. P. (vi) C. R. T.

(d) Match the following :— 5

'A' Group

- (i) Mouse
- (ii) Minimise
- (iii) Landscape
- (iv) Icon
- (v) Personal Computer

'B' Group

- (a) Printer feature
- (b) Symbols
- (c) Single user
- (d) Commerce
- (e) Window
- (f) Input Device

[Turn over

2. Attempt any *two* :— 16
- (a) What is meant by margins ?
 - (b) What is meant by legend ?
 - (c) What is meant by slide layout ?
 - (d) What is meant by title bar ?
3. Attempt any *two* :— 16
- (a) Define select command.
 - (b) What are scalar functions ?
 - (c) What is meant by design view ?
 - (d) What is meant by a primary key ?
4. Brief answer (*any two*) :— 16
- (a) Draw a block diagram of a computer. Explain the function of the blocks.
 - (b) Write steps to create a report in MS-Access.
 - (c) Write steps to create pie chart in Excel.
 - (d) What is cell reference ? Explain its advantages.
5. Write short notes (*any four*) :— 16
- (a) Computer Fundamental.
 - (b) Hardware.
 - (c) Hyperlink.
 - (d) Storage Device.
 - (e) File Menu.
6. Attempt (*any two*) :— 16
- (a) What are the difference between save and save as ?
 - (b) Describe the complete process of mail merge.
 - (c) What is meant by word wrapping ?
 - (d) What is meant by charts ?
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