

MAHARASHTRA STATE BOARD OF SKILL DEVELOPMENT EXAMINATION, MUMBAI

Examination—July, 2020

CERTIFICATE COURSE IN TELEPHONE OPERATOR WITH INTERCOM SYSTEMS

[TIME ALLOWED—3 HOURS]

(MARKS—100)

BASIC COMPUTER OPERATION (THEORY-II)**Marks**1. (a) Fill in the blanks (*any five*) :—

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- (i) key is used to select all files with help of mouse.
- (ii) 1 Kilo watt memory is
- (iii) Ram is types of memory.
- (iv) A part of computer which looks like a typewriter is known as
- (v) Every worksheet has line and columns.
- (vi) USB Stand for

(b) Write *true* or *false* (*any five*) :—

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- (i) The selected cell is called as active cell.
- (ii) Montitor is the input devices of the computer.
- (iii) The extension for excel file is doc.
- (iv) Capacity of computer is less than capacity of human brain.
- (v) Data processing system is known as information system.
- (vi) Microcomputer is a personal computer.

(c) State long forms (*any five*) :—

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|----------|-----------|-----------|
| (i) PRO | (ii) TRAI | (iii) RAM |
| (iv) USB | (v) LCD | (vi) MB. |

(d) Match the pair (*any five*) :—

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'A' Group

'B' Group

- | | |
|-------------------|-------------------|
| (i) Undo | (a) Hard ware |
| (ii) Monitor | (b) Audio device |
| (iii) Cut | (c) Ctrl X |
| (iv) Speaker | (d) Ctrl Z |
| (v) Excel | (e) Output device |
| (vi) Mother board | (f) Worksheet. |

2. Answer the following questions (*any two*) :—

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- (a) Write the communication system in internet.
- (b) Write the five error of computer.
- (c) List the type of computers.
- (d) What is impact printers ?

[*trun over*]

3. Answer the following questions (any *two*) :— 16
- (a) Explain what is internet ?
 - (b) How to send E-mail ?
 - (c) State any five reasons of the monitor stop working.
 - (d) Give any four reasons to connect printer.
4. Solve any *two* questions :— 16
- (a) What is the function of the modem ? Compare 4 types of modem.
 - (b) Write about three types of mouse.
 - (c) What are different programming language ?
 - (d) Explain Laptop and computers are used mostly.
5. Short notes any *four* :— 16
- (a) Monitor
 - (b) Speaker
 - (c) Menu bar
 - (d) Chang case
 - (e) Laser printer.
6. Attempt the following (any *two*) :— 16
- (a) What is function of the MS-Word ?
 - (b) State any two kinds of printers ?
 - (c) Write the menus in the MS-word.
 - (d) Explain the connection to the LAN.
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