

Time: 2 ½ Hours

Marks: 75

- Note: 1) All questions are compulsory.
2) Figures to the right indicate full marks.
3) Make use of diagrams wherever necessary.

1 A. Fill in the blanks (any 8)

[8 marks]

- i) RAM stands for _____.
- ii) Third generation computers used _____ as an electronic component.
- iii) _____ is a combination of keys for copy command.
- iv) OMR stands for _____.
- v) _____ system allows two or more users to run programs at the same time.
- vi) _____ are programs that secretly records what you do on your computer.
- vii) _____ is a computer on Internet that contains one or more websites.
- viii) ISDN stands for _____.
- ix) _____ contains all the commands you will need to perform common tasks in MS Word.
- x) All formulas in Excel begins with _____ sign.

1 B. State whether True or False (any 7)

[7 marks]

- i) FTP stands for File Transfer Protocol.
- ii) First row of keyboard labeled from F1 to F12 are Numeric keys.
- iii) IP address consist of four numbers , separated by single dot (.)
- iv) CD stands for Common Disk.
- v) Voice response system takes input from keystroke or mouse.
- vi) Linux is an application software.
- vii) WWW has its own protocol known as HHTTP.
- viii) Recycle bin stores all the temporary delete files.
- ix) A template is predesigned spreadsheet you can use to create a new workbook quickly.
- x) HLOOKUP function in Excel, is used to find specific information that has been stored in column.

2.

(a) Explain types of computers.

[8 marks]

(b) What are different parts of computers?

[7 marks]

OR

(p) List pros and Cons of Plasma display.

[8 marks]

(q) Explain Dot matrix printer and Daisy wheel printer.

[7 marks]

3.

(a) Explain different types of operating systems.

[8 marks]

(b) Define the terms : website,web pages,web server.

[7 marks]

Also explain types of web sites.

OR

- (p) Write necessary steps to compose an Email message. [8 marks]
 (q) What are web browsers? Explain any two web browsers. [7 marks]

4.

- (a) What do mean by Internet telephony ? List its benefits and disadvantages. [8 marks]
 (b) Give solutions to the following problems.
 i) Power button will not start computer.
 ii) All programs on the computer run slowly. [7 marks]

OR

- (p) Explain the following services on Internet.
 i) Blogs
 ii) Social Media [8 marks]

- (q) Explain the following tools of MS word 2013 interface. [7 marks]
 i) Quick access toolbar
 ii) The Ribbon
 iii) Account access
 iv) Ruler
 v) Scroll bar
 vi) Zoom control
 vii) Word count

5.

- (a) Explain different types of E-commerce. [8 marks]
 (b) Explain the following functions:
 i) AutoSum ii) sumif iii) IF iv) Count [7 marks]

OR

Write short notes on (any 3) [15 marks]

- (a) Graphical User Interface
 (b) Primary memory and its types
 (c) Disk cleanup
 (d) VLOOKUP and HLOOKUP functions.
 (e) Scanners