Q.P. Code :04516

[Time: 2½ Hours]   **[Marks:75]**

Please check whether you have got the right question paper.

N.B: 1.   All questions are compulsory.
           2.   All Questions carry equal Marks.
           3.   Figures to the right indicates marks allotted

Q.1   State True or False **(Attempt Any 8)**   **08**
   i)   Multitasking allows different parts of a single program to run concurrently.
   ii)   LCD and LED are types of CRT monitors.
   iii)   ROM is a type of secondary memory.
   iv)   The protocol defines a common set and signals that computer on the network use to communicate.
   v)   In MS- Excel, Round Function is used to reduce a given value to a specific number of decimal places.
   vi)   ROM is non- volatile in nature.
   vii)   E-mail is a function of Internet.
   viii) Page number command is in Page Layout tab in MS – Word 2013.
   ix)   Usenet is mostly used for sending mails.
   x)   MS-Excel is system software.

B)   Fill in the blanks. **(Attempt Any 7)**   **07**
   i)   …………………is the temporary storage area utilized by CPU.
          (RAM, ROM)

   ii)   ………………… is a data storage medium that is composed of disk of thin, flexible magnetic storage medium encased in a plastic shell.
          (Floppy disk, DVD)

   iii)   …………….. is like a mouse upside down- a pointing device.
          (Track pad, Track ball)

   iv)   Keyboard use …………….layout.
          (QWERTY, QUERTY)

   v)   First generation computer used ……………………. as an electronic component.
          (Vacuum tubes, Transistor)

   vi)   ……… is the printer uses a matrix of 24 pins.
          (Dot-matrix, Inkjet)

   vii)   …………….. memory is also known as secondary memory.
          (Auxiliary, Main)

   viii) ………………… is also called as the nerve center of CPU.
          (Control unit, Memory unit)

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[P.T.O]

    ix)   …………… bit / bits make up 1 byte.
           (1,8)

    x)   www has its own protocol known as …………….. .
         (HTTP, HTML)

Q. 2 A) Explain the Input devices in detail. **08**
     B) What is scanner? Explain its types. **07**
              OR
Q. 2 P) Explain primary memory in detail. **08**
     Q) Explain the different types of storage devices. **07**

Q. 3 A) What is Printer? Explain its types. **08**
     B) Explain the trouble shooting of personal computer. **07**
              OR
Q. 3 P) Explain in detail My Computer, My document and Start Menu. **08**
     Q) What is Internet? Explain the E-mail function and its components. **07**

Q. 4 A) Explain www, Usenet & FTP. **08**
     B) Explain Instant messaging & Internet Telephony. **07**
              OR
Q. 4 P) Explain MS-Word 2013 & its function in detail. **08**
     Q) Explain MS-Excel 2013 & its function in detail. **07**

Q. 5 A) Explain the following functions in MS-Excel – SUM, COUNT, IF, MIN. **08**
     B) Explain the process for creating and editing tables in MS-Word 2013. **07**
              OR

Q.5   Write short notes on **(Attempt Any 3)** **15**
         A) Recycle Bin
         B) Setting Reminder
         C) Disk Cleanup
         D) Task bar
         E) Windows Versions.