

**Duration: 2.30 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 Eight)

**[8]**

- (i) Second generation computers used \_\_\_\_\_ as an electronic component.  
(vacuum tubes/transistors)
- (ii) Monitor is also called as electronic \_\_\_\_\_. (visual display unit/printer)
- (iii) \_\_\_\_\_ code is open for modification and use. (open source/close source)
- (iv) \_\_\_\_\_ tool bar includes the save, undo and repeat commands.  
(Quick Access/task bar)
- (v) A \_\_\_\_\_ is a predesigned documents help to create a new document quickly.  
(template/tablet)
- (vi) We can access the Find command by pressing \_\_\_\_\_ from keyboard.  
(Ctrl+F /Ctrl+P)
- (vii) \_\_\_\_\_ key helps to get insertion point at 0.5 inch to the right.(tab/caps)
- (viii) The header is a section of the document that appears in the \_\_\_\_\_ margin.(top/bottom)
- (ix) A website is a collection of \_\_\_\_\_ (web server/web pages)
- (x) All formulas in Excel must begin with an \_\_\_\_\_ sign(=/?)

(B) True or False: (Any Seven)

**[7]**

- (i) Memory is the storage space in the computer.
- (ii) RAM is non-volatile in nature.
- (iii) Scanner is output device.
- (iv) OCR used in field of research and artificial intelligence.
- (v) Firewalls are the programs that secretly record what you do on your computer.
- (vi) FTP is mostly used for downloading files.
- (vii) Windows Disk Cleanup program present in control panel.
- (viii) The Ribbon contains all the commands need to perform common tasks.
- (ix) Word autosaves option save the file after every 10 mins.
- (x) By default, all cell references are relative references in Ms-Excel.

2. (a) Enlist different types of computer generations.

**[7]**

(b) Discuss different types of computer along with its applications.

**[8]****OR**

(a) State any four input device along with their characteristics.

**[8]**

(b) Explain keyboard with its different types of functionality.

**[7]**

- 3 (a) What are system software's? Discuss its different types? [7]  
(b) Explain the following terms: [8]  
i) Hotspots ii) IP address iii) FTP iv) Usenet

**OR**

- (a) What are the different forms in which application software's are available? [8]  
(b) Write steps to compose your message through email. [7]
- 4 (a) What do you do for the following situation as you know the trouble shooting: [8]  
i) The mouse or keyboard has stopped working.  
ii) The screen is blank.  
iii) The sound isn't working.  
iv) All the programs on the computer run slowly.
- (c) Perform the following operation to do the formatting in Ms- Word: [7]

Text must be Bold, Italic and Underline with red color and center alignment.  
Page must have header footer also.  
(Note: Explain with suitable example)

**OR**

- (a) Explain the picture objects available in Ms-Word with all possible features. [8]  
(b) Explain use of relative and absolute reference with suitable example. [7]
- 5 (a) Apply the following format on the range of cells have alphanumeric data: [8]  
i) Border ii) currency iii) wrap text iv) merge cell  
v) row height vi) column width vii) alignment viii) text orientation
- (b) Write steps to print the A4 size document with proper page layout. [7]

**OR**

Write short notes: (Attempt any three) [15]

- i) Columns in Ms-Word  
ii) Windows  
iii) SUMIF and SUMIFS  
iv) Save and save as  
v) Excel Functions (sum, average, count, max and min)