

**Q. P. Code: 24037**

Time: 2:30 Hours

Marks: 75

Note : All question are compulsory

From Q2 to Q4. Attempt either "A" and "B" OR "C" and "D"

From Q5 do Either "A" or "B"

**Q1A) fill in the blanks select the appropriate answer (any 8) (8)**

- (1) A router acts as \_\_\_\_\_ in the network.
  - a) Police Policy      b) Traffic Police      c) Robot      d) None Of These
- (2) Keeping records, managing account, payable, receivable, reconcile your bank account all falls under \_\_\_\_\_ category.
  - a) Financial management      c) Inventory Management
  - b) Simple accounting      d) All Of These
- (3) The search results are usually presented in a list and are commonly called \_\_\_\_\_.
  - a) Hits      b) Bits      c) Results      d) None Of Them
- (4) Digital Signature falls under which act of legal recognition .
  - a) Company ACT      c) Industrial ACT
  - b) IT ACT 2000      d) None Of Them
- (5) In MS-Excel, the default name of the file is \_\_\_\_\_.
  - a) Book1      b) Document1      c) File1      d) Excel
- (6) Identify what is absolute cell reference from the following : \_\_\_\_\_.
  - a) A2      b) \$A2      c) \$A\$2      d) None Of Them
- 7) In MS word once can insert table using the following tab \_\_\_\_\_.
  - a) Home      b) Page Layout      c) VIEW      d) Insert
- 8) \_\_\_\_\_ option on MsPowerPoint help to display relation flow chart in the presentation
  - a) Animation      b) Word Art      c) Smart Art      d) All Of Them
- 9) Anti-virus software falls in the category of \_\_\_\_\_ software
  - a) Operating      b) Programming      c) Utility      d) Multi Tasking
- 10) DNS stand for \_\_\_\_\_.
  - a) Domain Net Server      b) Domain Name Server
  - b) Drive Name Server      d) None Of Them

**Q1B) State weather statement are TRUE or FALSE (Any 7) (7)**

- (1) Flash Drive is a part of primary memory.
- (2) Function F5 is the short for slide show in Power Point.
- (3) It is absolutely necessary to mark the data range before creating a chart in MS-Excel.
- (4) In Mail Merge feature, MS-Excel or MS-Access file can be used as a Data File.
- (5) Grouping of object is not possible in MS WORD
- (6) Website are of two types Static and Dynamic
- (7) Ms PowerPoint animation option is available in View ribbon
- (8) TLD stand for TOP LEVEL DOMAIN
- (9) E-tailing is the selling of retail goods on the EXTRANET
- (10) Financial function PV stands for Present Volume

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Q2A) what are different types of computer (8)

Q2B) what are input devices explain some of them (7)

**OR**

Q2C) what are different types of application software (8)

Q2D) What is MAIL MERGE in MS Word and explain the steps involve in MAIL MARGE (7)

Q3A) Explain any 4 browser used in surfing the webpage? (8)

Q3B) What is EPS and its Types? (7)

**OR**

Q3C) Explain types of Internet Connection? (8)

Q3D) What is EDI and its advantages? (7)

Q4A) Explain 'E-Commerce Infrastructure' with appropriate diagram (8)

Q4B) Discuss 'Limitations of E-Commerce'. (7)

**OR**Q4C) Explain the following in PowerPoint (8)  
a) Slide Transition b) Slide Show c) Custom Animation d) Smart Art

Q4D) What are security measures in ecommerce? (7)

Q5A) Explain Any 8 Function Of MS EXCEL (15)

**OR**

Q.5B. Write Short Notes. (Any 3) (15)

(1) Firewall.

(2) Explain any three option of page layout tab in MS word

(3) EXPLAIN any 3 output devices

(4) Search Engine.

(5) Explain any one tool use in Accounting