

Q I) Fill in the blanks : [10]

- a) Processed data in meaningful form is known as \_\_\_\_\_
- b) \_\_\_\_\_ Software includes programs that monitor, control, co-ordinate and manage the resources of Computer system.
- c) \_\_\_\_\_ and \_\_\_\_\_ devices do not require any driver software.
- d) \_\_\_\_\_ is a graphical symbol which represents a window element.
- e) \_\_\_\_\_ is a temporary storage space in RAM
- f) Files when deleted are moved to \_\_\_\_\_
- g) \_\_\_\_\_ key is used for activating help.
- h) A \_\_\_\_\_ is a group of electronic devices linked to one another in the form of LAN,MAN or WAN.
- i) \_\_\_\_\_ is an operation in which bulk-mail is sent by an identified or unidentified source.
- j) \_\_\_\_\_ is used to indent a paragraph or line.

QII) State True or False. If false rewrite the sentence by changing only the underlined word. [10]

- a) The Vertical bar in the top-left corner of the workspace is known as cursor.
- b) The table facility is used to arrange the text in the form of rows and columns.
- c) If negative indent is set, the text will be inward from the margins.
- d) Sentence case converts each letter of the text into its opposite case.
- e) Person, who does piracy, is known as hacker.
- f) Phishing is a kind of criminal fraud.
- g) Hardware monitors the activities on the computer and reports it on some other computer,
- h) In Freeware one backup copy can be made and in Shareware multiple copies can be made.
- i) Emotions are symbols used in e-mail for expressing emotions.
- j) Files removed can be restored from the recycle bin.

QIII) Write the full form of [5]

- a) MODEM b) NIC c) GAN d) IP e) VSNL

QIV) Explain the following MS-Excel Functions : [10]

- a) SUM b)COUNT c)MAX d)MIN e) AVERAGE

QV) Differentiate between the following pairs :

[10]

- a) Web site and Web Browser
- b) Home page and Web page
- c) Application icon and System icon
- d) Inbox and Draft box
- e) CC & BCC

QVI) Write the result of the following functions/formulae. All working should be shown :

[10]

a) =POWER(25,5)

b) =FACT(8)/2+EVEN(15.8)

c) =PRODUCT(10,20,5,2)

d) To find the highest among the first five odd numbers.

e) To find the average of first five multiples of 4.

QVII) Short Answer type questions :

- i) What is page orientation? Explain. [2]
- ii) Give two examples of Customized Software. [2]
- iii) How operating system manages the resource conflicts? [2]
- iv) What is word wrapping? [2]
- v) Write note on uniprogramming Operating System. [2]
- vi) Name any three multiprogramming operating system. [3]
- vii) Define Installation and Uninstallation. [3]
- viii) Explain document icon. [2]
- ix) List any two limitations of E-mail [2]
- x) What is meant by hard disk loading? [2]

QVIII) Answer in detail.

- a) List any four protective measures to protect the computer from attack. [4]
- b) What is a Chart? Name any two charts. [3]
- c) Explain header, footer and page number. [3]
- d) What are the rules to be followed while writing these things in [4]

MS-Excel : i) Text ii) Number iii) Date & Time iv) Formula

- e) Compare Review tab with View tab. [3]
- f) Write any three functions of E-mail service. [3]
- g) Given below are few Domain ID, write their indication and purpose. [3]  
edu, com, gov