

HS/XI/V/CT/Paper-I/18

2018

**COMPUTER FUNDAMENTALS, OPERATING SYSTEMS
AND UTILITIES**

**COMPUTER TECHNIQUE (Paper – I)
(Vocational Stream)**

(Theory)

Full Marks : 100

Time : 3 hours

The figures in the margin indicate full marks for the questions

General Instructions :

- (i) Write all the answers in the Answer Script
- (ii) Attempt Part — A Objective Questions serially
- (iii) Attempt all parts of a question together at one place

(PART : A — OBJECTIVE)

(Marks : 48)

SECTION- I

(Marks : 30)

1. Fill in the blanks from the list of words/phrases given below: 1 × 10 = 10

- (a) W.O.R.M. stands for _____.
- (b) The command used to copy files is _____.

- (c) All printers are _____ devices.
- (d) A picture, image or graphic element that one can be placed on a desktop is called an _____.
- (e) The shortcut key to cut text from a document is _____.
- (f) _____ orientation is the default page orientation.
- (g) Shortcut key combination to specify the character style to Italics is _____.
- (h) Text in _____ is printed above the rest of the text in a line.
- (i) The intersection of a column and row is known as _____.
- (j) The _____ function key is used for editing cell contents.

List of words/phrases:

REN	COPY	Ctrl+X	Ctrl+V
Write Once Read Many	Menu	F5	Write Only Read Many
icon	impact	output	subscript
Ctrl+1	Recycle Bin	F2	superscript
Ctrl+U	cell	portrait	landscape

(3)

2. State whether the following statements are *True* or *False*: 1×10 = 10
- (a) A dot-matrix printer is slower than a laser printer.
 - (b) A Compiled program is a program written in High Level Language.
 - (c) A plotter is a light-sensitive device that converts drawings, printed text or other images into digital form.
 - (d) DEL and ERASE are two commands with the same purpose.
 - (e) MORE is an internal command.
 - (f) Cursor is a symbol that designates the position on the screen where text or codes will be inserted or deleted.
 - (g) The line at the bottom of the window that shows such information such as the path, page information or location of the insertion point is called the Status bar.
 - (h) Excel prints gridlines by default.
 - (i) Pie charts show the relationship of parts as applied to the total values.
 - (j) The default alignment settings for text and values in a cell in Excel are left and right respectively.

(4)

3. Choose and write the correct answer. 1×10 = 10

- (a) Which of the following is not hardware
 - i. Magnetic tape
 - ii. VDU terminal
 - iii. Printer
 - iv. Assembler.

- (b) Which of the following is a non-impact printer?
 - i. Daisy wheel printer
 - ii. Drum printer
 - iii. Laser printer
 - iv. None of the above

- (c) The term Active Window means
 - i. The window that is currently open
 - ii. The active window is designated by a different color toolbar than other open windows
 - iii. Both *i* and *ii* are correct
 - iv. None of the above

(5)

- (d) A button is
- i. a graphical representation of an option
 - ii. a command that activates an option
 - iii. like one on a household appliance that activates an action
 - iv. all of the above
- (e) Software designed for a specific purpose is known as
- i. system program
 - ii. application program
 - iii. specific program
 - iv. assembly program
- (f) The part of a computer system containing the circuitry that does the adding, subtracting, multiplying, dividing and comparing is called as
- i. arithmetic-logic unit
 - ii. control unit
 - iii. memory unit
 - iv. CPU
- (g) Which file in MSDOS contains internal commands that are loaded during booting process?
- i. IO.SYS
 - ii. MSDOS.SYS
 - iii. COMMAND.COM
 - iv. CONFIG.SYS

(6)

- (h) An Assembly Language
- i. is a means of communicating with a computer at a low level
 - ii. lies between high level languages and machine language
 - iii. both (i) and (ii)
 - iv. none of the above
- (i) A storage that supplements the primary internal storage of a computer
- i. secondary storage
 - ii. primary storage
 - iii. back-end storage
 - iv. background storage
- (j) The REN command
- i. is used to change the name of the file or files you specify
 - ii. cannot be used to rename files across drives
 - iii. cannot be used to move files to a different location
 - iv. all of the above

(7)

SECTION – II

(Marks : 18)

4. Answer *any six* of the following in about 4 to 5 lines each: $6 \times 3 = 18$
- i. List six characteristics of a computer.
 - ii. What is the purpose of Diskcopy? Give its syntax.
 - iii. Differentiate between Internal and External Commands.
 - iv. Explain Track and Cylinder.
 - v. Write short note on ASCII representation of data.
 - vi. Explain what is meant by the term 'Partition' in a Hard Disk. Why is it needed?
 - vii. What are *anchored* and *floating* toolbars?
 - viii. How is NOW () function different from TODAY () in Excel?

(8)

(PART : B - DESCRIPTIVE)

(Marks : 52)

GROUP - 1

(Marks : 36)

- Answer *ANY SIX* of the following: $6 \times 6 = 36$
5. Write a short note on the classification of computers. 6
 6. Briefly explain any two input devices. $3 + 3 = 6$
 7. What are High Level Languages? What is an Interpreter and what is a Compiler? $3 + 3 = 6$
 8. What is an Operating System? Explain Batch Processing. $3 + 3 = 6$
 9. What are disk drives? Explain the use of wildcards. $3 + 3 = 6$
 10. Give the syntax and explain the purpose of the following commands: $3 + 3 = 6$
 - (i) Attrib
 - (ii) Format
 11. What do you mean by cell referencing? Explain the difference between Relative and Absolute cell referencing. $2 + 4 = 6$
 12. Briefly explain the UNIX file system. Explain Kernel and Shell. $2 + 2 + 2 = 6$

(9)

GROUP – II

(Marks : 16)

Answer *any two* of the following:

$8 \times 2 = 16$

13. What is the usefulness of PowerPoint? Briefly explain its features. How will you *Insert* a bullet list in your slide? $2 + 3 + 3 = 8$
14. Write short notes on Word Wrap and Block of Text. Write down the shortcut keys to $2\frac{1}{2} + 2\frac{1}{2} + 3 = 8$
- (i) Create a New document
 - (ii) Open an existing document
 - (iii) Save a document
15. What is Mail Merge? Explain how mail merge is implemented in MS-Word. $4 + 4 = 8$
16. What is meant by naming a range in Excel? Explain one method of naming a range. What is a chart? Describe the steps for creating a chart. $2 \times 4 = 8$

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