

This question paper consists of 7 questions and 4 printed pages.

Roll No.

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Code No. 53/VOC/O

Set

A

**COMPUTER AND OFFICE APPLICATIONS
(631)**

Day and Date of Examination

Signature of Invigilators 1.

2.

General Instructions :

1. Candidate must write his/her Roll Number on the first page of the question paper.
2. Please check the question paper to verify that the total pages and total number of questions contained in the paper are the same as those printed on the top of the first page. Also check to see that the questions are in sequential order.
3. Making any identification mark in the answer-book or writing Roll Number anywhere other than the specified places will lead to disqualification of the candidate.
4. Write your Question Paper Code No. 53/VOC/O, Set

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 on the answer-book.

COMPUTER AND OFFICE APPLICATIONS

(631)

Time : 2 Hours]

[Maximum Marks : 40

Note : All questions are compulsory and carry marks as indicated against each question.

1. State True or False for the following statements and write the answer in your answer-book : $\frac{1}{2} \times 12 = 6$
- (a) Digital camera is an output device.
 - (b) We cannot change folder names in Windows.
 - (c) File viruses are same as system viruses.
 - (d) Using computer networks, we can share only hardware resources.
 - (e) MANs cover larger geographical area than LANs.
 - (f) MODEM is connected to telephone line using RJ-11 connector.
 - (g) Ram.com@gmail is a valid e-mail address.
 - (h) Telnet is used to gain access to a remote computer.
 - (i) A cable modem connection is always connected to the internet.
 - (j) We can change the alignment of a page header.
 - (k) In Excel, functions cannot be used in formulas.
 - (l) In MS Access, a query can extract data from multiple tables.

2. Fill in the blanks and write the answer in your answer-book : ½×12=6

- (a) A compiler converts a high-level language program into corresponding _____ program.
- (b) Expanded form of OMR is _____.
- (c) In general, name of the first hard drive of a computer is _____.
- (d) Computer networking cable consists of _____ twisted pairs.
- (e) _____ modems are radio transmitters/receivers installed into mobile computing devices.
- (f) _____ is the use of television equipment to link geographically dispersed conference participants.
- (g) Doing business on the internet is known as _____.
- (h) There are _____ types of internet connections.
- (i) _____ is the process of copying a file from one computer to another across the internet.
- (j) In MS-Word, _____ is situated at the bottom of the screen and contains status of the document.
- (k) _____ allow you to present data entered into the worksheet in a visual format.
- (l) In MS-Access, queries can be created using the query wizard and _____.

3. Define the following terms briefly : 1×4=4

- (a) Open Source Software
- (b) Protocol
- (c) FTP
- (d) Cell Address

4. Write short notes on any *three* of the following : 2×3=6
- (a) Operating system
 - (b) Audio conferencing
 - (c) Leased connection
 - (d) Formulas in MS-Excel
 - (e) Forms (in MS-Access)
 - (f) Web site planning
5. Differentiate between the following : 1×2=2
- (a) Dial-up connection and Cable modem connection
 - (b) Normal view and Slide sorter view in PowerPoint
6. Answer the following questions : 2×5=10
- (a) What is a modem? What is its use?
 - (b) Mention any *four* features of e-mail.
 - (c) Write the steps to insert header in an MS-Word document.
 - (d) What will be the result of the following formulas in MS-Excel?
 - (i) =6+15/3
 - (ii) =(6+15)/3
 - (iii) =15/3+2
 - (iv) =15/(3+2)
 - (e) What is meant by look and feel of a web site? Mention any *two* factors to be considered while deciding the look and feel of a web site.
7. Answer the following questions : 3×2=6
- (a) Explain the structure of an e-mail address. Give examples of two valid e-mail addresses.
 - (b) What are the *three* types of documents involved in mail merge? Which one of these is the final document and how is it created?

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