

This question paper consists of 6 questions and 4 printed pages.

Roll No.

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Code No. **53/VOC/O**

Set

A

CERTIFICATE IN COMPUTER APPLICATIONS
(Basic Computing Skills)
(Theory)
(711)

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. Answers for questions, like matching, true or false, fill in the blanks, etc., are to be given in the answer-book.
5. Write your Question Paper Code No. 53/VOC/O, Set

A

 on the answer-book.

CERTIFICATE IN COMPUTER APPLICATIONS
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Time : 2 Hours]

[Maximum Marks : 40

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

1. Expand the following :

$\frac{1}{2} \times 10 = 5$

- (a) ALU
- (b) URL
- (c) LAN
- (d) ISDN
- (e) IC
- (f) FTP
- (g) FM
- (h) BASIC
- (i) CAL
- (j) BCD

2. Fill in the blanks (Write your answer in the answer-book) :

$1 \times 10 = 10$

- (a) Conversion of analog signal to its digital form is known as _____.
- (b) _____ language is hardware dependent and can be directly understood by the computer.
- (c) _____ is generally designated by the letter C: or D: .
- (d) An example of _____ mode of transmission is the telephone line.
- (e) When _____ key is on, any text you type will be in uppercase.
- (f) The shortcut key to select entire document is _____.

- (g) One kilobyte is equal to _____ bytes.
- (h) _____ spacing determines the height of each line of text in the paragraph.
- (i) _____ includes all mechanical, electronic and magnetic devices associated with the computer.
- (j) _____ languages are easy to learn and use.

3. State in your answer-book, whether the following statements are True (T) or False (F) : $\frac{1}{2} \times 10 = 5$

- (a) Base of hexadecimal number system is fifteen.
- (b) With video conferencing, participants can see and hear each other.
- (c) On erasable optical disks, data can be written, erased and rewritten easily.
- (d) The decimal equivalent of the binary number 1000 is 8.
- (e) While doing business through E-commerce, payments are done using credit cards.
- (f) E-mail is much faster as compared to normal postal mail.
- (g) WORD's column feature allows you to create columns of equal width only.
- (h) The speed of data transmission is much lower in LAN than in WAN.
- (i) Inserting the data or information from the main document to the data source creates the merge document.
- (j) The function key used to start spell checking is F7.

4. Define the following terms briefly :

$1\frac{1}{2} \times 5 = 7\frac{1}{2}$

(a) E-commerce

(b) Microwave

(c) Telnet

(d) URL

(e) Digital signal

5. Differentiate between the following :

$2\frac{1}{2} \times 3 = 7\frac{1}{2}$

(a) Bus topology and Star topology

(b) Main menus and Shortcut menus

(c) Leased connection and DSL connection

6. Answer the following :

$2\frac{1}{2} \times 2 = 5$

(a) What is a function? Give an example to show how functions are better than using formulas. Write the syntax of a function.

(b) What is the use of print preview? How can you edit a document in print preview mode?

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