

Computer Skill-1

Time: 2 ½ Hours

27.9.22

Marks: 75



[8]

Note: All questions are compulsory

Q.1A. Fill in the blank (Any 8)

- I. _____ of these is a web browser.
a) Microsoft word b) Notepad c) Chrome d) Ms Access
- II. _____ Printer cannot print graphics.
a) Daisy wheel b) Inkjet c) Thermal Bubble d) Laser
- III. The ____ Computers have highest speeds due to the use of Multi processors.
a) Microcomputer b) Mini Computers c) Super computers
d) Mainframe Computers
- IV. FULL form of SMTP stands for _____
a) Simple mail transition protocol b) Simple mail transfer protocol
c) Simple message transition protocol d) Simple message transfer protocol
- V. From Machine cycle _____ step retrieve an instruction from memory
a) Fetch b) Decode c) Execute d) Store
- VI. _____ port used for external modems and older computer mouse
a) Parallel port b) VGA port c) serial port d) PS/2 port
- VII. HTML stands for _____
a) HyperText transmission mail language b) HyperText transfer mail protocol
c) HyperText Markup Language d) HyperText transfer mail Language
- VIII. To change font colour which tab is been used?
a) Home b) Insert c) Layout d) View
- IX) Typing =6*2+7 in a cell of Ms Excel will result in _____
a) 6 b) 7 c) 19 d) 56
- X) An absolute reference is designated in a formula by the addition of _____ sign.
a) & b) \$ c) # d) @

1.B.State whether true or false (Any 7)

- i)Linux is example of Application software.
- ii)In Excel worksheet column are identified by numbers 1,2,3 etc and raws are identified by A B,C ect.
- iii)FTP stands for Functional Transfer Protocol.
- iv)In MS word to insert header and footer we use Home tab.
- v)Dot matrix printer is non-impact printer.
- vi)Data bus is also called memory bus
- vii)ALU is part of control unit
- viii)CPU stands for Control processing unit.
- ix)RAM is part of Main(Primary) memory
- x)PS/2 is used for old computer keyboard and mouse.

Q.2. a)Write short note on storage devices. [15]
 b)Write note on classification of computers

OR

Q.2. a) Short note on Input and output devices. [15]
 b)Write note on CPU.

Q.3a)Wtite note on different ports in CPU. [15]
 b)Write advantages of Interent.

OR

Q.3 a)Write note on Impact printer [15]
 b)Write note on Software.

Q.4a)Write steps to change the font size and font colour [15]
 b)Write steps to insert Smart Art and Word Art

OR

Q.4 a)Write steps to insert online Video and hyperlink [15]
 b)Write steps to add header and footer in the document

Q.5 a)Explain the use of following function in Excel
 l)if() (ii)vlookup() (iii) sum

OR

Q.5.Wrtie note on following(Attempt any three) [15]
 a)Non-impact printer
 b)Vlookup and Hlookup
 c)Hybrid computers
 d)Digital Computers
 e)Diffrence between Word and Excel