

QUESTION 2011

Group - A

(Multiple Choice Type Questions)

1. Choose the correct alternatives for the following:

i) A GUI based operating system is

- a) Windows 98 b) Windows XP c) Windows 2000 Server ✓ d) All of these

ii) The key which is used to represent relationship between tables is called

- a) Primary key b) Unique key c) Candidate key ✓ d) None of these

iii) Which of the following is non-impact printer?

- a) Line printer b) Dot matrix ✓ c) Laser jet d) Daisy wheel

- iv) Mail merge helps in
a) pasting a mail with envelope
✓ c) creating a mail having multiple copies
b) creating a mail
d) posting a mail
- v) "RAM" extension refers usually to what kind of file?
a) Backup file
✓ b) Audio file
c) Animation file
d) MS Encarta
- vi) HTML stands for
a) Hypertext Markup Literature
c) Hypertext Market Literature
b) Hypertext Markup Language
✓ d) Hypertext Markdown Language
- vii) Which one of following is not a facility of MS Word?
a) Spell check
✓ b) Slide show
c) Thesaurus
d) Auto sum
- viii) '.pdf' is an extension of
a) Word file
b) Excel file
c) Access file
✓ d) None of these
- ix) An operating system is
a) collection of executable programs
c) bridge between user and computer hardware
b) system software
✓ d) all of these
- x) An example of volatile memory is
a) RAM
✓ b) Hard Disk
c) CD-ROM
d) ROM

Group - B

(Short Answer Type Questions)

2. What is watermark picture? How to apply it on a desktop?
See Topic: MS WORD, Question No. 3 of Short Answer Type Questions.

3. What is an operating system? What are its functions?
See Topic: MISCELLANEOUS, Long Answer Type Question No. 3(a).

4. a) What is USB?

b) Write a short note on "My Computer".

a) See Topic: MISCELLANEOUS, Short Answer Type Question No. 9.

b) See Topic: MS WINDOWS, Question No. 1(b) of Long Answer Type Questions.

5. Explain different views of MS_WORD.

See Topic: MS WORD, Short Answer Type Question No. 7.

6. What is Software? What are the different types of software?

See Topic: MISCELLANEOUS, Long Answer Type Question No. 2.

Group - C

(Long Answer Type Questions)

7. a) What is MS_EXCEL?

b) What is a chart in MS_EXCEL?

c) Describe different steps to create a chart in MS_EXCEL?

d) What are 'Warm booting' and 'Cold booting'?

a) See Topic: MS_EXCEL, Short Answer Type Question No. 5.

b) & c) See Topic: MS_EXCEL, Long Answer Type Question No. 1(b).

d) See Topic: MISCELLANEOUS, Long Answer Type Question No. 3(c).

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8. a) What is the use of "Control Panel" icon in MS Windows? Write down two features of "Control Panel".

b) Write down the difference between 'CUI' and 'GUI'.

c) Write the steps of creating shortcut on desktop.

d) What is Pivot table? Explain its features.

a) See Topic: MISCELLANEOUS, Long Answer Type Question No. 3(c).

b) See Topic: MISCELLANEOUS, Long Answer Type Question No. 3(b).

c) See Topic: MS WINDOWS, Short Answer Type Question No. 4(b).

d) See Topic: MS EXCEL, Long Answer Type Question No. 1(c).

9. a) Explain difference classes of memory.

b) Describe the function of task-bar in Windows.

c) Name the four Operating Systems commonly used in personal computers.

d) Define 'plug' and 'play'.

e) What are header and footer?

a) See Topic: MISCELLANEOUS, Long Answer Type Question No. 4(b).

b) See Topic: MS WINDOWS, Short Answer Type Question No. 2.

c) See Topic: MISCELLANEOUS, Long Answer Type Question No. 1(b).

d) See Topic: MISCELLANEOUS, of Short Answer Type Question No. 3.

e) See Topic: MS WORD, Short Answer Type Question No. 1.

10. a) Write down the difference between DOS and Windows.

b) What is Word-Wrap? Describe auto-correct features.

c) Define Primary key and Foreign key.

a) See Topic: MISCELLANEOUS, Short Answer Type Question No. 4.

b) See Topic: MS WORD, Long Answer Type Question No. 1(b) & (c).

c) See Topic: DATABASE MANAGEMENT SYSTEM, Short Answer Type Question No. 3.

11. Write short notes on any three of the following:

a) Program manager and file manager

b) MACRO

c) GDI

d) Internet explorer and Windows explorer

e) Different views available in Power Point.

a) See Topic: MS WINDOWS, Long Answer Type Question No. 2(d).

b) See Topic: MISCELLANEOUS, Long Answer Type Question No. 5(d).

c) See Topic: MISCELLANEOUS, Long Answer Type Question No. 5(g).

d) See Topic: MS WINDOWS, Long Answer Type Question No. 2(a) & (b).

e) See Topic: MS POWERPOINT, Long Answer Type Question No. 5(b).