This Question Paper consists of **6** questions and **5** printed pages.

Roll No. | | | | | | | | | | | | | **Code No.** **64/VOC/O**

Set - A

CERTIFICATE IN COMPUTER APPLICATIONS
BASIC COMPUTING SKILLS
(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 question 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 all questions, including matching, true or false, fill in the blanks, etc., are to be given in the answer-book only.

5. Write your Question Paper Code No. **64/VOC/O**, Set **A** on the answer-book.

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Time allowed : ***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) DTP

(b) LSIC

(c) CU

(d) GUI

(e) RAM

(f) CD-ROM

(g) LAN

(h) NCP

(i) WWW

(j) DSL

2. Fill in the blanks (write your answer in the answer book) : *1×10=10*

(a) _____ is a device that transforms data into meaningful information.

(b) The _____ unit performs the actual processing of the data and instructions.

(c) _____ is a volatile memory.

(d) _____ printers create characters by striking pins against an ink ribbon.

(e) In _____ Network topology each station is attached to nearby stations on a point-to-point basis.

(f) _____ provides the space for deleted files from folders or desktop.

(g) The shortcut key for copying is _____ .

(h) The _____ command in DOS lists all files with an "EXE" extension.

(i) Shortcut key _____ is used for saving a file.

(j) 1024 KB is equal to _____ MB.

3. Write True (T) or False (F) for the following statements : $\frac{1}{2}$*×10=5*

(a) Header is a text which is added at the bottom margin of every page of the document.

(b) Mail merge is used for sending the same letter to many persons.

(c) Computer takes input in the form of 0 and 1.

(d) BCD equivalent of Digit 7 is 0110.

(e) Keyboard is an input device.

(f) Dot Matrix Printer is also known as Impact printer.

(g) UNIX is a single user operating system.

(h) Slide View is the default view when you open a PowerPoint.

(i) Bar charts are used to compare the trends over a period.

(j) Windows does not provide a quick and easy way to install new software.

4. Define the following briefly : $1\frac{1}{2} \times 5 = 7\frac{1}{2}$

(a) Teleconferencing

(b) Full-Duplex Data Transmission

(c) Data Sequencing

(d) World Wide Web

(e) Dial-up-connection

5. Differentiate between the following : $2\frac{1}{2} \times 3 = 7\frac{1}{2}$

(a) Asynchronous and Synchronous Transmission

(b) FTP and Telnet

(c) Copy paste and Cut paste

6. Answer the following : $2\frac{1}{2} \times 2 = 5$

(a) What is the use of Pivot Table ? Write the steps to create a Pivot Table Report.

(b) Describe table and write what it is used for.