

## BASIC COMPUTING SKILLS

( Theory )

(711)

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) COBOL

(b) FORTRAN

(c) DPI

(d) CAD

(e) LAN

(f) BASIC

(g) HTTP

(h) WWW

(i) VLSIC

(j) MIDI

2. Fill in the blanks :

$1 \times 10 = 10$

(a) — is called the Father of Computers.

(b) In digital computers, mathematical expressions are represented as — and —.

(c) — is a collection of facts in raw form that becomes information after processing.

(d) — sign is used to start a formula in Excel.

(e) — is an Internet utility software used to upload and download files.

- (f) — is a place where you keep all useful things which can be always accessible.
- (g) — is the DOS command used for checking memory usage.
- (h) — is the shortcut key for creating a new file in MS-Word.
- (i) To change the data format select the — from the format cells window.
- (j) There are — ways to filter a database.

**3.** State whether the following statements are True (T) or False (F) :  $\frac{1}{2} \times 10 = 5$

- (a) Ctrl + N is used to open a file.
- (b) Compiler compared to Interpreter is faster.
- (c) Magnetic tapes are used for large computers like Mainframe.
- (d) 8 bytes is equal to 1 bit.
- (e) In RAM, the programs are stored permanently.
- (f) All the Folders are stored in Files.
- (g) FoxPro is a type of system software.
- (h) VDU is most popular input device.
- (i) In binary system you can work with only 0 and 1.
- (j) Netscape Communicator is a type of browser.

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

- (a) Hybrid computers
- (b) Flowchart
- (c) FTP
- (d) Slide show view
- (e) Autofit

5. Differentiate the following :

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

(a) LAN and WAN

(b) Machine Language and Assembly Language

(c) Leased Connection and Dial-up Connection

6. Answer the following :

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

(a) What are different characteristics of a computer?

(b) What are different modes of data transmission?

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