

## Certificate in Basic Computing (608)

### Sample Question Paper

**Time Allowed: 2 hours**

**MM: 40**

- **All questions are compulsory.**

1. Which device will be used to get 1
  - i) Audio output
  - ii) Hard copy of color engineering drawing
2. Which Start Menu option allows you to view all hardware devices of your PC? 1
3. Name any two services of www which can be used for communication and sharing of information. 1
4. Mention any two major points which one should keep in mind while setting up passwords for one's online accounts. 1
5. One day Ranjana was surprised to encounter a similar profile of hers on a social networking site having her own picture. Name the type of cyber-crime committed in this case. 1
6. Samuel, a foreign national want to explore about India on WWW. Help him by telling the URL of website which provides a single point accessibility for authentic information about India. 1
7. Mention any two electronic ways to transfer money from one account to another. 1
8. For a working individual, why it is important to know the organizational chart of his/her organization? 1
9. While dealing with customers, why it is important to be an active listener? Discuss briefly. 2
10. What is Flash memory? What variety of Flash drives are available in the market? 2
11. Seema wants to reset Date and Time on her Computer using Control Panel. Assist her by writing the steps she should follow to change. 2
12. Prakash has made a presentation which is poorly designed. Your teacher asks you to give him some tips for improving design of presentation. List at-least two points which will help Prakash in completing his task. 2
13. The draft of your friends Slide Show is complete and now it's time to check it, for spelling, grammar, etc. 2
  - a) Which tab / menu will you suggest her/him to use? Also give the section to be used.

b) You are asked by your teacher to go through the presentation and give your suggestions for improving it. Write the steps you will follow to do so.

14. Give at-least two situations, in which you would store the data on cloud storage. **2**

15. Rajat, a customer care executive in a multinational company has sent a promotional mail to a customer. Later on, he realized that he is supposed to forward the same mail to multiple customers. Help him by mentioning the right steps to perform the desired task. **2**

16. Rama, a famous author, is now facing a difficulty in reading the text from the computer screen due to her vision impairment with age. Suggest her any two software assistive tools and two hardware assistive tools to overcome this issue. **2**

17. How is Intranet different from Internet? While surfing Internet, what are the precautions you should take? **3**

18. Use following spreadsheet to answer the following questions:

Fruit Mart					
S. No	Order No.	Food Item	Qty	Unit Price	Total Price
1	20/6-1	Mango	2	80	160
2	20/6-2	Chikoo	1	120	120
3	21/6-1	Leeche	2	100	200
4	21/6-2	Mango	3	75	225
5	21-6-3	Plum	3	150	450

a) Write steps to add currency symbol to Unit Price column.

b) Write steps to create online worksheet with same data

**3**

19. Sanya, a data analyst in a private company need to take out the printout of her current work but she is not able to do the same due to some problem with the printer. Suggest her any four possible ways to troubleshoot this problem at her own end. Also mention the purpose of Ping command. **3**

20. What is Digital footprints? Differentiate between Active and Passive Digital footprints. **3**

21. Consider that the following information is typed and saved in file "Story.docx".

The hare is an animal that is known to move quickly, while tortoise is one to move slowly. One day, the hare challenged the tortoise to a race simply to prove that he was the best. The tortoise agreed.

Once the race began the hare was easily able to get a head start. Upon realizing that the tortoise is far behind, the overconfident hare decided to take a nap. Meanwhile

the tortoise, who was extremely determined and dedicated to the race was slowly nearing the finish line.

The tortoise won the race while the hare napped. Most importantly he did it with humility and without arrogance.

**Answer the following questions based on file Story.docx**

- a) Which option will allow you to center align document?
- b) To add your name in the footer, which tab from MS Word Ribbon will be used?
- c) Write steps to add an adjective “smart” before every appearance of word “tortoise”
- d) Write steps to change the font to “Arial Black” with “size 11”