

2022

**COMPUTER FUNDAMENTALS, OPERATING SYSTEMS
AND UTILITIES**

**COMPUTER TECHNIQUE (Paper – I)
(Vocational Stream)**

(Theory)

Full Marks : 100

Time : 3 hours

The figures in the margin indicate full marks for the questions

General Instructions :

- (i) Write all the answers in the Answer Script
- (ii) Attempt Part — A Objective Questions serially
- (iii) Attempt all parts of a question together at one place

(PART : A — OBJECTIVE)

(Marks : 48)

SECTION– I

(Marks : 30)

- 1.** Fill in the blanks from the list of words/phrases given below: $10 \times 1 = 10$

(a) W.O.R.M stands for _____.

(8)

6. Write a short note on Impact and Non-Impact printers.
Give one example of each type. $5 + 1 = 6$
7. Explain multiprogramming and time sharing systems.
 $3 + 3 = 6$
8. Write the syntax and explain the usage of the following DOS commands: $3 + 3 = 6$
- i. Format
 - ii. Diskcopy
9. What is an operator? Describe the arithmetic operators in Excel. $1 + 5 = 6$
10. What is an Assembly language? How does it differ from a High Level Language? $3 + 3 = 6$
11. What is a radio button? Explain list boxes and text boxes. $2 + 2 + 2 = 6$
12. Briefly explain the UNIX file system. Explain Kernel and Shell. $2 + 2 + 2 = 6$

(3)

2. State whether the following statements are *True* or *False*: $10 \times 1 = 10$
- (a) Floppy disks are input as well as output devices.
 - (b) Machine language is user friendly.
 - (c) A Compiled program is a program written in High Level Language.
 - (d) MD command cannot be used to create a multilevel directory structure.
 - (e) DEL and ERASE are two commands with a different purpose.
 - (f) Cursor is a symbol that designates the position on the screen where text or codes will be inserted or deleted.
 - (g) The line at the bottom of the window that shows such information such as the path, page information or location of the insertion point is called the Status bar.
 - (h) Excel prints gridlines by default.
 - (i) Pie charts show the relationship of parts as applied to the total values.
 - (j) The default alignment settings for text and values are left and right respectively.

(5)

- (d) Which of the following is not an output device?
- i. Scanner
 - ii. Printer
 - iii. Touchscreen
 - iv. Flatscreen
- (e) Software designed for a specific purpose is called as
- i. system program
 - ii. application program
 - iii. specific program
 - iv. assembly program
- (f) A storage that supplements the primary internal storage of a computer
- i. secondary storage
 - ii. primary storage
 - iii. back-end storage
 - iv. background storage
- (g) Default extension of File Saved in EXCEL is
- i. .exl
 - ii. .doc

(6)

- iii. .xls
 - iv. .els
- (h) Mail merge is used in Microsoft _____:
- i. ACCESS
 - ii. EXCEL
 - iii. POWERPOINT
 - iv. WORD
- (i) Machine language _____
- i. is the language in which programs were first written
 - ii. is the only language understood by the computer
 - iii. differs from one type of computer to another
 - iv. All of these
- (j) A folder is
- i. an organizational tool used to store files
 - ii. synonymous with directory, but folder is the newer term
 - iii. both (i) and (ii) are correct
 - iv. none of the above

(4)

3. Choose and write the correct answer. $10 \times 1 = 10$

(a) Which of the following is not hardware

- i. Magnetic tape
- ii. VDU terminal
- iii. Printer
- iv. Assembler

(b) Which of the following is a non-impact printer?

- i. Daisy wheel printer
- ii. Drum printer
- iii. Laser printer
- iv. None of the above

(c) The term Active Window means

- i. The window that is currently open
- ii. The active window is designated by a different color toolbar than other open windows
- iii. Both a and b are correct
- iv. None of the above

(7)

SECTION – II

(Marks : 18)

4. Write short notes in not more than three sentences each (Any six). $6 \times 3 = 18$

- a. What are Hybrid computers?
- b. Explain the ASCII representation of data.
- c. Write a short note on RAM
- d. What is the usefulness of PowerPoint?
- e. Write the steps to open a new slide in PowerPoint.
- f. Explain the Word Wrap feature as used in Excel.
- g. What are Bullets and Numbering?
- h. Explain the terms Superscript and Subscript text.

(PART : B - DESCRIPTIVE)

(Marks : 52)

GROUP - I

(Marks : 36)

Answer ANY SIX questions:

5. Write a short note on the characteristics of computers. 6

(2)

- (b) The speed of a dot matrix printer is measured in _____.
- (c) A file name in DOS (including extension) can have a maximum of _____ characters.
- (d) CLS is used for _____.
- (e) A list of options displayed on screen from which one can select a particular function or command is called _____.
- (f) A picture, image or graphic element that one can place on a desktop is called an _____.
- (g) Keyboard shortcut for cut operation is _____.
- (h) Shortcut key combination to specify the character style to Italics is _____.
- (i) Text in _____ is printed above the rest of the text in a line.
- (j) The _____ function key is used for editing cell contents.

List of words/phrases:

F5	bps	8	F2
cps	Ctrl+X	Radio button	11
Write Once Read Many	Clear monitor	icon	Write Only Read Many
Ctrl+I	Clear screen	sorting	4
superscript	subscript	Ctrl+V	merging

(9)

GROUP – II

(Marks : 16)

Answer *any two* questions:

13. What is the difference between Replace and Replace All in Find and Replace operation of Word? How does one Find and Replace special characters in a document?
 $4 + 4 = 8$
14. What are the steps to add Columns and Rows to a table? Explain how cells in a table can be merged.
 $4 + 4 = 8$
15. What is a chart? Describe the steps for creating a chart. Explain the column chart and bar chart along with their main characteristics.
 $2 + 2 + 2 + 2 = 8$

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