

2020

**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: $1 \times 10 = 10$

- (a) While typing a paragraph, one does not have to press Enter key to move to the next line. This feature is called _____.

(8)

(PART : B - DESCRIPTIVE)

(Marks : 52)

GROUP - I

(Marks : 36)

Answer ANY SIX questions:

5. Write a short note on the characteristics of computers. 6
6. How do you differentiate an Interpreter from a Compiler? How do they differ from an Assembler?
4 + 2 = 6
7. Give the syntax and explain the purpose of the following commands: 3 + 3 = 6
i. ATTRIB
ii. XCOPY
8. What is meant by cell referencing? Explain the difference between Relative and Absolute cell referencing. 2 + 4 = 6
9. What are *anchored* and *floating* toolbars. 2 + 4 = 6
10. What is a recycle bin? How will you recover and remove deleted files/folders from recycle bin? What is the default size of the recycle bin? 2 + 3 + 1 = 6
11. What are Bullets and Numbering and why are they used in a document? 3 + 3 = 6

(3)

2. True or False: 1 × 10 = 10

- (a) An ink jet printer is slower than a laser printer.
- (b) The shortcut key to save a document is Shift+S.
- (c) A High Level Language is machine dependent.
- (d) To cancel the last editing, we can use the undo button.
- (e) DEL and ERASE are two commands with a different purpose.
- (f) XCOPY is an external command.
- (g) The command for listing the files in specified directory and all subdirectories is DIR/S.
- (h) The default alignment settings in EXCEL for text and values are right and left respectively.
- (i) Every octal digit can be represented as an eight bit binary number.
- (j) Information stored in secondary memory is permanent.

(5)

- (d) A storage that supplements the primary internal storage of a computer
- i. secondary storage
 - ii. primary storage
 - iii. back-end storage
 - iv. background storage.
- (e) Software designed for a specific purpose is called as
- i. system program
 - ii. application program
 - iii. specific program
 - iv. assembly program
- (f) A button is
- i. a graphical representation of an option
 - ii. a command that activates an option
 - iii. like one on a household appliance that activates an action
 - iv. all of the above
- (g) A folder is
- i. an organizational tool used to store files
 - ii. synonymous with directory, but folder is the newer term

(6)

- iii. both i. and ii. are correct
 - iv. none of the above
- (h) Which file in MSDOS contains external commands that are loaded during booting process?
- i. IO.SYS
 - ii. MSDOS.SYS
 - iii. COMMAND.COM
 - iv. CONFIG.SYS.
- (i) The REN command
- i. is used to change the name of the file or files you specify
 - ii. cannot be used to rename files across drives
 - iii. cannot be used to move files to a different location
 - iv. all of the above
- (j) To display the names of files present in the directory in wide format, the command used is
- i. dir/p
 - ii. dir/s
 - iii. dir/w
 - iv. None of the above

(4)

3. Multiple Choice Questions: $1 \times 10 = 10$

(a) The basic operations performed by a computer are

- i. Arithmetic operation
- ii. Logical operation
- iii. Storage
- iv. All of the above

(b) Which file in MSDOS contains internal commands that are loaded during booting process?

- i. IO.SYS
- ii. MSDOS.SYS
- iii. COMMAND.COM
- iv. CONFIG.SYS

(c) An Assembly Language is

- i. Processor independent
- ii. Processor dependent
- iii. Problem dependent
- iv. None of the above

(7)

SECTION – II

(Marks : 18)

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

- a. System Software.
- b. List the steps to convert an existing text into a table in Word.
- c. Distinguish between RAM and ROM.
- d. What are tab stops? List down the various types of tabs supported in Word.
- e. What is meant by Font? How is it useful in formatting characters?
- f. What is a Hard Disk?
- g. Explain the terms Superscript and Subscript text.
- h. Mention two differences between internal and external commands in DOS.

(2)

- (b) The DOS command used to rename files is _____.
- (c) All dot-matrix printers are _____ devices.
- (d) A built-in number that identifies a location in storage is the _____.
- (e) The number of bits in 4 bytes is _____.
- (f) The speed at which a microprocessor executes instructions is called _____ speed.
- (g) A _____ chart shows the proportional size of items that make up a data series to the sum of the items.
- (h) The shortcut key to paste text in a document is _____.
- (i) The intersection of a column and row is known as _____.
- (j) The scanner is an example of an _____ device.

List of words/phrases:

Ctrl+C	16	NEWNAME	memory	32	Input
non-impact	impact	Ctrl+V	RENAME or REN	address	word wrap
worksheet	bar	cell	processing	Ctrl+X	pie

(9)

12. What is usefulness of PowerPoint? 6

GROUP – II

(Marks : 16)

Answer *any two* questions:

13. What is an Assembly language? How does it differ from a High Level Language. $4 + 4 = 8$
14. What is meant by scrolling in MSWord? Write down the shortcut keys to: $2+1\times6=8$
- (i) Create a New document
- (ii) Open and existing document
- (iii) Save a document
- (iv) Copy text in a document
- (v) Cut text in a document
- (vi) Paste text in a document
15. What do the terms Desktop and Icons mean? Explain what are check boxes and radio buttons in Windows. $2\times4=8$
16. Explain the difference between Left, Center, Right and Justified alignments. When you do think left justification is preferable over justified alignment? $4 + 4 = 8$

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