

2019

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: 1×10 = 10

(a) The term used to reverse the last action is called_____.

- (b) The DOS command used to delete files is _____.
- (c) CLS is used for _____.
- (d) A primary or root file name in DOS can have a maximum of _____ characters.
- (e) The number of bits in 2 bytes is _____.
- (f) _____ is an icon on the desktop that represents a temporary holding place for files that have been deleted.
- (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 copy text in a document is _____.
- (i) In Windows, a _____ box is similar to a dialog box that appears with information as a warning, an error message or a request for confirmation to carry out a command.
- (j) Keyboard shortcut for save operation is _____.

List of words/phrases:

Ctrl+S	8	REMOVE	14	16	Alt+C
clear	impact	Ctrl+C	ERASE or DEL	redo	undo
worksheet	bar	message	Recycle Bin	Alt+S	pie

2. True or False: 1×10 = 10

- (a) An ink jet printer is faster than a laser printer.
- (b) Microcomputers are called micro because they are small in size.
- (c) Machine language is the language which the computer “understands”.
- (d) A source program is a program written in High Level Language.
- (e) The ALU controls the flow of programs and data in and out of main memory.
- (f) Dot matrix printer is an example of a Non-impact printer.
- (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) The default alignment settings for text and values are right and left respectively.
- (i) Bold, italics and bold italics are available for all fonts.
- (j) Information stored in secondary memory is volatile.

3. Multiple Choice Questions: 1×10 = 10

- (a) Which command is used to delete the directory that is empty?
 - i. Del*.*
 - ii. RD
 - iii. Erase
 - iv. MD
- (b) CHKDSK command is used to
 - i. Analyze the hard disk error
 - ii. Diagnose the hard disk error
 - iii. Report the status of files on disk
 - iv. All of the above
- (c) Which file is the batch file that is read while booting a computer?
 - i. Autoexec.bat
 - ii. Auto-batch
 - iii. Autoexecutive.bat
 - iv. Auto.bat

(5)

- (d) Copy and Xcopy are same in the sense
- i. Both are internal command of DOS
 - ii. Both are external commands of DOS
 - iii. Both can be used to copy file or group of files
 - iv. Both *i* and *ii*
- (e) Which shortcut key is used to close an active application in Windows?
- i. ALT + F1
 - ii. ALT + F2
 - iii. ALT + F4
 - iv. ALT + F5
- (f) Which key should be pressed to start a new paragraph in MSWord?
- i. Down Arrow Key
 - ii. Enter Key
 - iii. Shift + Enter
 - iv. Control + Enter
- (g) Mail merge is used in Microsoft_____
- i. ACCESS
 - ii. EXCEL
 - iii. WORD
 - iv. POWERPOINT

(6)

- (h) Assembly language
- i. uses alphabetic codes in place of binary numbers used in machine language
 - ii. is the easiest language to write programs
 - iii. need not be translated into machine language
 - iv. None of these
- (i) Default extension of File Saved in EXCEL is
- i. .PPT
 - ii. .DOC
 - iii. .XLS
 - iv. .TXT
- (j) What is the switch that is used to make sure that the COPY command copied files correctly?
- i. /A
 - ii. /V
 - iii. /C
 - iv. /S

(7)

SECTION – II

(Marks : 18)

4. Write short notes in not more than three sentences each (*Any six*). $3 \times 6 = 18$
- a. What is operating system?
 - b. Explain the method of CUT-COPY-PASTE in windows.
 - c. Distinguish between RAM and ROM.
 - d. Briefly explain any two input devices.
 - e. What is the usefulness of PowerPoint?
 - f. What is a workbook?
 - g. What are High Level Languages?
 - h. What are tab stops? List down the various types of tabs supported in Word.

(8)

(PART : B - DESCRIPTIVE)

(Marks : 52)

GROUP - 1

(Marks : 36)

Answer *ANY SIX* questions:

- 5. Write short notes on Word Wrap and Block of Text. 6
- 6. Explain multiprogramming and time sharing systems. $3 + 3 = 6$
- 7. Give the syntax and explain the purpose of the following commands: $3 + 3 = 6$
 - i. FORMAT
 - ii. DIR
- 8. What is an operator? Describe the logical operators in Excel. $1 + 5 = 6$
- 9. What is meant by naming a range in Excel? Describe one method of naming a range. $2 + 4 = 6$
- 10. What are Bullets and Numbering and why are they used in a document? $4 + 2 = 6$
- 11. What are wildcards in DOS? Explain their use. $3 + 3 = 6$
- 12. Write the steps for inserting and deleting slides in PowerPoint. $3 + 3 = 6$

(9)

GROUP – II

(Marks : 16)

Answer *any two* questions:

13. What do you mean by cell referencing? Explain the difference between Relative and Absolute cell referencing. $2 + 3 + 3 = 8$
14. What is an Assembly language? How does it differ from a High Level Language? $4 + 4 = 8$
15. What are the steps to add Columns and Rows to a table? Explain how cells in a table can be merged. $4 + 4 = 8$

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