

2023

**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) M. I. C. R. stands for _____.

(8)

(PART : B - DESCRIPTIVE)

(Marks : 52)

GROUP - I

(Marks : 36)

Answer ANY SIX questions:

$6 \times 6 = 36$

5. Write short note on Impact and Non-Impact printers? Give one example of each type.
6. How do you differentiate an Interpreter from a Compiler? How do they differ from Assembler?
7. Write the steps for inserting and deleting slides in PowerPoint?
8. What are Bullets and Numbering and why are they used in a document?
9. Write short note on the characteristics of computers?
10. Give the syntax and explain the purpose of the following commands.
 - (i) ATTRIB
 - (ii) XCOPY
11. 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?
12. Explain multiprogramming and time sharing systems?

(3)

2. State whether the following statements are *True* or *False*: $1 \times 10 = 10$

- (a) Information stored in secondary memory is volatile.
- (b) A daisy-wheel printer gives better quality print than a dot matrix printer.
- (c) A plotter is a light sensitive device that converts drawings, printed text or other images into digital form.
- (d) Micro computer are called micro because they contain a microprocessor.
- (e) A red wavy line signifies that the word or phrase over it are either grammatically incorrect or has some formatting problem.
- (f) Piechart show the relationship of parts as applied to the total values.
- (g) Xcopy is an external command.
- (h) The command for listing the files in specified directory and all sub-directories is DIR/S.
- (i) To cancel the last editing, we can use the undo button.
- (j) A high level language is machine dependent.

(5)

- (d) 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 (i) and (ii) are correct
 - (iv) None of the above
- (e) 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
- (f) Copy and Xcopy are same in the sense
- (i) Both are internal command for DOS
 - (ii) Both are external command of DOS
 - (iii) Both can be used to copy file or group of files.
 - (iv) Both (i) and (ii)

(6)

- (g) Which shortcut key is used to close an active application in windows?
- (i) Alt+F1
 - (ii) Alt+F2
 - (iii) Alt+F4
 - (iv) Alt+F5.
- (h) Default extension of file saved in PowerPoint is
- (i) .DOC
 - (ii) .XLS
 - (iii) .PPT
 - (iv) .TXT
- (i) The basic operations performed by a computer are
- (i) Arithmetic Operation
 - (ii) Logical Operation
 - (iii) Storage
 - (iv) All of the above

(4)

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

- (a) 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.
- (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) Which of the following is not hardware
- (i) Magnetic tape
 - (ii) VDU terminal
 - (iii) Printer
 - (iv) Assembler

(7)

- (j) 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.

SECTION – II

(Marks : 18)

4. Write short notes in not more than three sentences each (Any six). $3 \times 6 = 18$
- a. Differentiate between Internal and External commands in MS-DOS?
 - b. What is Operating System?
 - c. Distinguish between RAM and ROM?
 - d. What are High Level Languages?
 - e. What is the purpose of Diskcopy? Give its Syntax?
 - f. What is the usefulness of PowerPoint?
 - g. How is NOW () function different from TODAY () in Excel?
 - h. Differentiate between Save and Save As?

(2)

- (b) All printers are _____ devices.
- (c) A byte consists of _____ bits.
- (d) A picture image or graphic element that one can place on a desktop is called an _____.
- (e) _____ is an icon on the desktop that represents a temporary holding place for files that have been deleted.
- (f) _____ Orientation is the default page Orientation.
- (g) Shortcut key combination to specify the character style to Italics is _____.
- (h) The intersection of a column and row is known as _____.
- (i) Keyboard shortcut for print operation is _____.
- (j) The _____ function key to display full screen in M.S. PowerPoint.

List of words/phrases:

Output	Cell	F5	Ctrl+P
Landscape	icon	Magnetic Ink character Recognition	Folder
16	Ctrl+s	My brief case	Ctrl+u
Recycle Bin	Impact	Merge	8
F2	portrait	Ctrl+I	Magnetic Ink character reader

(9)

GROUP – II

(Marks : 16)

Answer *any two* questions:

2 × 8 = 16

- 13.** What are the steps to add columns and rows to a table? Explain how cells in a table can be merged?
- 14.** What do the term Desktop and Icons mean? Explain what are check boxes and radio button in windows.
- 15.** Write down a steps to carry out a search and replace in MS-Word?

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