

AJKT

Mar 2018

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AJT 1P

Q. P. Code: 24037

Time: 2:30 Hours

Marks: 75

Note : All question are compulsory
From Q2 to Q4. Attempt either "A" and "B" OR "C" and "D"
From Q5 do Either "A" or "B"

Q1A) fill in the blanks select the appropriate answer (any 8) (8)

- (1) A router acts as _____ in the network.
a) Police Policy b) Traffic Police c) Robot d) None Of These
- (2) Keeping records, managing account, payable, receivable, reconcile your bank account all falls under _____ category.
a) Financial management c) Inventory Management
b) Simple accounting d) All Of These
- (3) The search results are usually presented in a list and are commonly called _____.
a) Hits b) Bits c) Results d) None Of Them
- (4) Digital Signature falls under which act of legal recognition.
a) Company ACT c) Industrial ACT
b) IT ACT 2000 d) None Of Them
- (5) In MS-Excel, the default name of the file is _____.
a) Book1 b) Document1 c) File1 d) Excel
- (6) Identify what is absolute cell reference from the following : _____.
a) A2 b) \$A2 c) \$A\$2 d) None Of Them
- 7) In MS word once can insert table using the following tab _____.
a) Home b) Page Layout c) VIEW d) Insert
- 8) _____ option on MsPowerPoint help to display relation flow chart in the presentation
a) Animation b) Word Art c) Smart Art d) All Of Them
- 9) Anti-virus software falls in the category of _____ software
a) Operating b) Programming c) Utility d) Multi Tasking
- 10) DNS stand for _____.
a) Domain Net Server b) Domain Name Server
b) Drive Name Server d) None Of Them

Q1B) State weather statement are TRUE or FALSE (Any 7) (7)

- (1) Flash Drive is a part of primary memory.
- (2) Function F5 is the short for slide show in Power Point.
- (3) It is absolutely necessary to mark the data range before creating a chart in MS-Excel.
- (4) In Mail Merge feature, MS-Excel or MS-Access file can be used as a Data File.
- (5) Grouping of object is not possible in MS WORD
- (6) Website are of two types Static and Dynamic
- (7) Ms PowerPoint animation option is available in View ribbon
- (8) TLD stand for TOP LEVEL DOMAIN
- (9) E-tailing is the selling of retail goods on the EXTRANET
- (10) Financial function PV stands for Present Volume

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- Q2A) what are different types of computer (8)
Q2B) what are input devices explain some of them (7)

OR

- Q2C) what are different types of application software (8)
Q2D) What is MAIL MERGE in MS Word and explain the steps involve in MAIL MARGE (7)

- Q3A) Explain any 4 browser used in surfing the webpage? (8)
Q3B) What is EPS and its Types? (7)

OR

- Q3C) Explain types of Internet Connection? (8)
Q3D) What is EDI and its advantages? (7)

- Q4A) Explain 'E-Commerce Infrastructure' with appropriate diagram (8)
Q4B) Discuss 'Limitations of E-Commerce'. (7)

OR

- Q4C) Explain the following in PowerPoint (8)
a) Slide Transition b) Slide Show c) Custom Animation d) Smart Art (7)
Q4D) What are security measures in ecommerce? (7)

- Q5A) Explain Any 8 Function Of MS EXCEL (15)

OR

- Q.5B. Write Short Notes. (Any 3) (15)
(1) Firewall.
(2) Explain any three option of page layout tab in MS word
(3) EXPLAIN any 3 output devices
(4) Search Engine.
(5) Explain any one tool use in Accounting
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