

Duration 2 ½ hrs

Marks:- 75

Note :

- All questions are compulsory.
- Figures to the right indicate full marks.
- All questions carry equal marks.

Q1. A Multiple Choice Questions (Any 8)**(8 M)**

1. _____ Mouse uses light beams to detect movements of the mouse.
 - a. Mechanical b. Optical c. Serial d. USB
2. Chart option is available under _____ Tab/Menu.
 - a. File b. Home c. Insert d. Design
3. _____ option is not available under File Tab (Menu)
 - a. Save b. History c. Account d. Find
4. To display a presentation in Slide show view from the first slide , you can press _____.
 - a. F5 b. Shift + F5 c. Alt + F5 d. Ctrl + F5
5. Intersection of a row and a column is called as _____.
 - a. Cell b. Workbook c. Worksheet d. None of these
6. _____ voucher is prepared when cash is deposited in a bank.
 - a. Payment b. Contra c. Receipt d. None of these
7. Internet Explorer is developed by _____.
 - a. Mozilla b. Apple c. Microsoft . None of these
8. Generally, a password should be at least _____ characters long.
 - a. 8 b. 6 c. 10 d. 12
9. _____ is an example of Line Printer.
 - a. Dot Matrix b. Daisy Wheel c. Chain Type d. Thermal
10. _____ is a large network of computers.
 - a. LAN b. MAN c. WAN d. WLAN

Q1. B State whether the following statements are True or False. (Any 7)**(7M)**

1. Spell-checking, Grammar checking and Thesaurus together is called as checking tools.
2. Excel is mainly used for calculations, graphs and what-if-analysis.
3. In Excel Sort option is not available.
4. Parallel pots are bi directional.

5. If required, worksheet can be renamed.
6. URL stands for Ultimate Resource Locator.
7. In computer language, voucher is a place where transactions are recorded.
8. Mouse is an input device.
9. Maximum number of slides allowed in PowerPoint are 99.
10. EDI allows paperless transactions.

Q2. Answer the Following:-

- | | | |
|--|--------|------|
| A) Define E-Commerce. What are the features of E-Commerce? | (CO5U) | (8M) |
| B) What are the advantages of Computer Networks? | (CO1A) | (7M) |

OR

- | | | |
|--|--------|------|
| C) Explain any 5 Input Devices in detail. | (CO1U) | (8M) |
| D) What are the activities performed by an Operating System? | (CO4A) | (7M) |

Q3. Answer the following:-

- | | | |
|---|--------|------|
| A) Define E-commerce. Explain advantages and disadvantages of e-commerce. | (CO5U) | (8M) |
| B) What is SEO? Explain the techniques of SEO. | (CO5R) | (7M) |

OR

- | | | |
|--|--------|------|
| C) Write a note on generations of computers. | (CO1U) | (8M) |
| D) Distinguish Between LAN & WAN. | (CO1A) | |

Q4. Answer the following:-

- | | | |
|--|--------|------|
| A) Write a short note on Animations in PowerPoint. | (CO2U) | (8M) |
| B) Write a steps how to send an Email? | (CO3R) | (7M) |

OR

- | | | |
|--|--------|------|
| C) Explain Cache and Virtual Memory. | (CO1U) | (8M) |
| D) Explain the mail merge procedure in detail. | (CO3U) | (7M) |

Q5. Answer the Following:-

- | | | |
|---|--------|------|
| A) Explain the following terms.
1. Data 2. Virus 3. Database 4. Hardware | (CO1U) | (8M) |
| B) Explain various types of payment systems in e-commerce? | (CO5U) | (7M) |

OR

Q5. Write short notes on :- (Any 3) (CO1,3,4,5 U) (15M)

- 1) Web Browser
- 2) Hard disk
- 3) OSI Model
- 4) Digital Cash
- 5) E-Mail
