

# Indian Youth Computer Literacy Mission

(A Nationwide Computer Literacy Mission Organized By K.G.C.C)

## **Certificate in computer Application -Final Examination**

Computer Fundamental, MS-DOS, Windows, MS-Office (Word, Excel, PowerPoint, Access)

SET - C

<b>Total Marks: 100</b>		<b>Pass Mark: 40</b>	<b>Time:.( 1hour&amp;30 minutes)</b>
<b>To be filled by the student in English BLOCK Letters</b>			
Student Name			
Registration No.			
A.T.C. Name			
A.T.C. Code		Date Of Examination	
Student's Signature		Invigilator's Signature	

ATC Seal		
	ATC IN CHARGE	

(For H.O Use only)	
Marks obtained	
Examiner's Signature	
Head of the Examine	

### INSTUCTIONS

1. Verify the number of pages before writing anything. In case of any error in Page numbers replace the booklet.
2. Do not open the question booklet until your invigilator lets to do so.
3. The booklet is a question cum answer sheet. All the answer must be written in the space provided according to the instruction given for each question. No separate answer sheet will be provided.
4. Written your registration number and other required details in space provided only.
5. Writing any unfair text anywhere in the booklet will be liable for the cancellation of examination.
6. Copies without bearing the student's signature, invigilator's signature. Registration No. and ATC's office seal will be rejected. Hence, check it before submitting to invigilator.

**Computer Fundamental & MS -DOS**

**A. Answer the flowing question**

**5**

What is an Operating System? Write the names of function an operating system.

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Or

What are differences between RAM & ROM?

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**B. Fill in the blanks out of the following**

**(1X10) =10**

1. \_\_\_\_\_ is a general purpose machine that manipulates facts according to a set of instructions.
2. Hard disk is an example of \_\_\_\_\_ memory.
3. Both data integrity and system \_\_\_\_\_ are required to protect a person's right to privacy.
4. Binary equivalent of \_\_\_\_\_ is to execute programs.
5. Magnetic ink character reader is one type of \_\_\_\_\_.
6. CD- ROM is read through use for \_\_\_\_\_.
7. A control unit acts as \_\_\_\_\_ for all components of a computer.
8. Micro computer is a \_\_\_\_\_ user system.
9. \_\_\_\_\_ is the base of hexadecimal number system.
10. Very large scale integration introduced in \_\_\_\_\_ generation.

**C. Write True or False**

**(1X10) =10**

1. ALU is a part of CPU. [     ]
2. The main advantage of computer graphics is that it substantially increases productivity. [     ]
3. VDUs can be used both as an input and output devices. [     ]
4. The processing for one program after the other without user intervention is an example of batch processing. [     ]
5. The ALU of the CPU acts as a central nervous system for the other components of computer. [     ]
6. Firmware program resides in the ROM portion of a computer. [     ]

7. Nowadays only digital computers are used. Intermediate results of processing are held in a storage unit. [     ]
8. Even though the power supply is on, the RAM may lose stored information, due to virus. [     ]
9. An assembly language is a third generation high level language. [     ]
10. Editor is software used to interactively review and modify text material.[     ]

**D. Multiple Choices**

**(1X10)=10**

1. The difference between memory and storage is that memory is \_\_\_\_ and storage is \_\_\_\_\_.  
 a. temporary, permanent      b. permanent, temporary      [     ]  
 c. slow, fast                      d. none of the above
2. Information retrieval is fastest form [     ]  
 a. floppy disk    b. magnetic tape      c. hard disk      d. CD-ROM
3. The binary number system has a base [     ]  
 a. 2                  b. 4      c. 8                  d. 16
4. One of the following is not a high level language. [     ]  
 a. C++                      b. FORTRAN      c. Basic              d. assembly
5. Which of the following storage is volatile? [     ]  
 a. hard disk    b. floppy disk    c. magnetic type      d. RAM
6. CD-ROM driver uses [     ]  
 a. magnetic storage technique    b. optical storage technique  
 c. solid state storage technique    d. electronic storage technique
7. Choose the 'Odd one out' of the following. [     ]  
 a. COBOL      b. FORTRAN      c. scanner      d. assembler
8. Add, subtract, divide, multiply and logic operations are performed by [     ]  
 a. Registers                  b. control unit                  c. ALU                  d. none of these
9. Interpretation of instructions in a computer is done by [     ]  
 a. registers      b. control unit                  c. ALU                  d. none of these
10. One the following is not an output device [     ]  
 a. plotter      b. printer      c. MICR                  d. smart and intelligent terminal

**E.FULL FORMS:**

**(Any Five)**

**(2X5) =10**

1. MICR \_\_\_\_\_
2. ASCII \_\_\_\_\_
3. PCB \_\_\_\_\_
4. BIOS \_\_\_\_\_
5. FORTAN \_\_\_\_\_
6. EGA \_\_\_\_\_
7. VIRUS \_\_\_\_\_

**Windows & MS OFFICE**

**A) Answer the flowing question**

What is Taskbar? How to change start Menu?

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Or

What is Icon? How to change desktop background?

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**B) Selecting true false**

**(1X15) =15**

1. You can create your own dictionaries in word. [     ]
2. A new paragraph is created when you press (enter). [     ]
3. Ctrl+b are used to make the text bold in MS-WORD. [     ]
4. Auto text is you to insert commonly used text and graphics in a document. [     ]
5. You can backspace key to remove characters to the left of the insertion point. [     ]
6. Bold character is thicker than regular characters. [     ]
7. A word processor automatically wraps any text extending beyond the right margin, to the next line. [     ]
8. To highlight the Para, double-click in the selection bar next to the paragraph. [     ]
9. Footer is printed at the bottom of every page. [     ]
10. Italic character is slanted than regular characters. [     ]
11. Find next button can be used if you option for replace all option. [     ]
12. The spelling and grammar check can only be done once the text is selected. [     ]
13. As you scroll in a document, the insertion point also moves. [     ]
14. Ctrl+l select the italics style for the selected text. [     ]
15. Bold, italic and bold italics are available for all fonts. [     ]

**C) Fill in the blanks:-**

**(1X15)=15**

1. \_\_\_\_\_ is the alignment of the typed within the given margins.
2. Total height of a line of text including extra spacing is known as \_\_\_\_\_.
3. The default print setting assumes a paper size of \_\_\_\_\_ (width) by \_\_\_\_\_ (height) inches.
4. Times Roman is the name of a \_\_\_\_\_.

5. Text in \_\_\_\_\_ is printed slightly below the rest of the text in a line.
6. To copy the selected text with mouse, hold down the \_\_\_\_\_ key, point to the selected text and drag the insertion point to the new location.
7. On a \_\_\_\_\_ the pointer changes to a double horizontal bar with up and down arrows.
8. To replace all occurrences, click the \_\_\_\_\_ button.
9. Word displays the \_\_\_\_\_ dialog box when you save a document for the first time.
10. The \_\_\_\_\_ toolbar buttons for all those utilities, which are very frequently used.
11. A field defined as primary key can't store \_\_\_\_\_ & \_\_\_\_\_ values
12. A text field in a table of access can contain maximum \_\_\_\_\_ number of characters.
13. \_\_\_\_\_ Wizard helps creating a report from a table or query with a step by step instruction.
14. To create & modify relationship \_\_\_\_\_ option is used under \_\_\_\_\_ manu.
15. To execute a set of actions using a single command \_\_\_\_\_ feature of access is used.

**D) Multiple choices**

**(1X10) =10**

1. One of the statements is not true: [      ]
  - a. In its default settings, a word processor does not hyphenate the text.
  - b. Hyphenating helps when you are dealing with thin columnar text.
  - c. By Hyphenating, the looks of the justified then columns will look greatly improved.
  - d. Microsoft word hyphenates text in its default setting.
2. Make the incorrect statement: [      ]
  - a. Hyphenation can be done automatically or manually.
  - b. The hyphenation facility is available in the in Insert menu.
  - c. Hyphenation can affect is page breaks.
  - d. None of the above.
3. What is the function of the justification buttons on the toolbar: [      ]
  - a. To display a drop-down list of justification options.
  - b. To display the four options for aligning text.
  - c. To open the justification dialog box
  - d. To center the current line.
4. Paragraph marks signify: [      ]
  - a. Beginning of a paragraph.
  - b. Shaving has been done till the marked Para.
  - c. Press of enter key to mark the end of Para.
  - d. Current Cursor Position in the paragraph.
5. To convert keyboard extend-selection mode, you will press function key: [      ]
  - a. F4                      b. F3                      c. F7                      d. F8
6. To start a new line press: [      ]
  - a. Enter                      b. Shift + Enter                      c. Ctrl + Enter                      d. None of these

7. Using Microsoft Word' s find and replace feature, you can [       ]
- Replace both text and formatting
  - Replace text of a document only
  - Replace formatting only
  - Replace document's name with a new name
8. When you select the Replace ... option on the Edit menu, the dialog box which appears is called: [       ]
- Find dialog box
  - Find and Replace dialog box
  - Replace dialog box
  - Edit dialog box
9. The find and replace dialog box allows you to replace occurrences of text. [       ]
- One by One
  - Replace all
  - BT and b above the correct
  - None of the above
10. When you create auto text and autocorrect entries, they are stored in a template in a template document name as: [       ]
- Normal
  - Temp Doc
  - Auto Doc
  - Store Doc

**E) Match the following:**

**(1X10) =10**

- |                              |  |           |
|------------------------------|--|-----------|
| 1. Binder                    | a) Contains pull down menus                | [       ] |
| 2. Menu Bar                  | b)Excel File                               | [       ] |
| 3. .XLS                      | c) Renames a worksheet                     | [       ] |
| 4. Click its Tab             | d) Ctrl + C                                | [       ] |
| 5. Alt + E +C                | e) Workbook                                | [       ] |
| 6. Slides                    | f) Slide                                   | [       ] |
| 7. Slide show View           | g) 35mm can be created                     | [       ] |
| 8. Slide sorter View         | h) Duplicate Slide                         | [       ] |
| 9. Each page of presentation | i) Electronic presentation                 | [       ] |
| 10. Ctrl + D                 | j) Lower left side of the document windows | [       ] |