

DCA Final Suggestion Question Paper

COMPUTER FUNDAMENTALS AND MS-DOS

A) ANSWER THE FOLLOWING QUESTIONS

1. Define printers and its classification?
2. What is cache memory and why this is used?
3. How many types of number systems are available?
4. What is VIRUS and how it works?
5. Write a short note on e-commerce?

B) CHOOSE THE CORRECT ALTERNATIVE

1. An operating system is a combination of
 - a) OS codes, compiler & interpreter
 - b) OS, interpreter & utility software
 - c) Collection of boot instructions
 - d) none of these
2. The upper and lower part is know as heaven and Earth
 - a) In adding Machine
 - b) in analytical engine
 - c) in Napier's bone
 - d) in abacus
3. Before compilation all the programs are known as
 - a) Raw programs
 - b) source code
 - c) Object code
 - d) all of the above
4. _____ is mainly used with computer games.
 - a) track ball
 - b) light pen
 - c) joy stick
 - d) none of these
5. The devices which are used to input information or instructions into he computers are called _____.
 - a) Input device
 - b) out put device
 - c) Both a & b
 - d) none of these
6. _____ is capable of reading any printed or hand written text.
 - a) OCR
 - b) OMR
 - c) FC
 - d) none of these
7. _____ is an electro-mechanical device used as pointer to select items from an on-screen menu.
 - a) Keyboard
 - b) printer
 - c) Mouse
 - d) none of these
8. The most common DTP package in India is _____.
 - a) page make
 - b) MS-WORD
 - c) Auto CAD
 - d) visual basic
9. Windows 3.1 is an _____.
 - a) OS
 - b) DBMS
 - c) Language
 - d) package
10. For scanning the disk to detect physical and logical errors, the utility software used is _____.
 - a) Defragmenter
 - b) scandisk
 - c) Disk clean-up
 - d) compression agent
11. For scanning the disk to detect physical and logical errors the utility software used is -
 - a) Defragmenter
 - b) scandisk
 - c) Disk
 - d) compression agent

C) MATCH THE FOLLOWING

- | | | |
|-----------------------------|---|-----|
| 1) MS-DOS | a) Display the line with line number | [] |
| 2) Separator in a file name | b) directory contents with all subdirectories | [] |
| 3) MORE | c) not containing the specified string | [] |

- | | | |
|--|--|-----|
| 4) GOTO | d) text editor | [] |
| 5) Edit | e) save file | [] |
| 6) F6 | f)transfer the control from on location to another | [] |
| 7) DIR/S | g) used to pause vertical scrolling | [] |
| 8) DEL/Y | h) delete with confirmation | [] |
| 9) FIND/N |), (comma) | [] |
| 10) FIND/V | J) Microsoft disk operating system | [] |
| 11) Establishing basic input output system | k) command.com | [] |
| 12) Automatic executable file | l) Ctrl+ Alt+ Del | [] |
| 13) Current data as MS-DOS prompt | m) BIOS | [] |
| 14) Loading of internal commands into the memory | n) autoexec.bat | [] |
| 15) Cold booting | o) prompt \$D | [] |

D) TRUE OF FALSE

1. RAM is programmable by user.
2. ABCUS is first calculating device.
3. MS-DOS is a product of micro system corporate.
4. Dot-matrix is an example of impact printer.
5. Monitor is also known as CRT.
6. Scanner is an example of output device.
7. Full form of BCR is bar code reader.
8. OCR is an output device.
9. POXT stands for personal computer Ex. ended technology.
10. ROM is volatile in nature.
11. Type command allows to see the contents of text on the screen.
12. To see the file & directory PATH command is used.
13. Rename command means to copy a file.
14. DOS works with the help of a collection of files called booting file.
15. Internal commands are memory resident command.
16. To see the files or directories PATH command is used.
17. DOS works with the help of a collection of files called booting files.
18. Sun-Micro system is a multi tasking operating system.
19. X copy command is used to copy entire directories including all the sub directories.
20. \$ is wildcard character.
21. RD command allows the user to delete a empty from the disk.
22. FC stands for file compare.
23. DOS is a multi user operating system.

WRITE FULL FORM THE FOLLOWING ABBREVIATIONS

1. EPROM _____.
2. FAT _____.
3. SRAM _____.
4. POST _____.
5. UPS _____.

FILL IN THE BLANKS

1. CHOICE, PAUSE & SHIFT are _____ command.
2. For holding the execution any batch file until pressing any key _____ command used.
3. To find a specified string in a file os _____.

4. The extension of a batch file is _____.
5. _____ option is used for conformation in DEL command of MS-DOS.
6. MS-DOS stands for _____.
7. Find, sort, more are _____ command.
8. Internal commands are actually the steps of the file _____.
9. _____ & _____ command allows the user to create and remove directory.
10. Prompt command is used to change the _____ in MS- DOS.
11. _____ Is the key combination of breaking the execution of any batch file.
12. Find, sort and more are the _____ commands.
13. MS-DOS stands for _____.
14. The primary name of any DOS contains maximum _____ characters.
15. _____ option is used for confirmation in DEL command of MS-DOS.
16. _____ command is used to see the contents of a text file.
17. The extension name of a batch file is _____.
18. To find a specified string in a file _____ command is used.
19. CHOICE, PAUSE, SHIFT are _____ commands.
20. For holding the execution of any batch file until pressing any key _____ command is used.

WINDOWS AND MS-WORD

A) Fill in the blanks

1. GUI stands for _____.
2. _____ is defined as modulator and demodulator and demodulator of analog to digital and vice verse signals.
3. ICON stands for _____.
4. CUI stands for _____.
5. _____ is the first web page you will see every time you open the internet explorer.
6. Windows 3.11 for workgroup was mainly designed for _____.
7. We can use paint to _____.
8. _____ can be created by sing HTML/DHTML and other language and package tools supplied by different manufacturer.
9. _____ is the easiest way to search files or folders.
10. Control panel option is available under _____.
11. _____ helps to scroll the contents of a document.
12. _____ & _____ are text editors.
13. _____ is the area in the document windows where you enter the text for your document.
14. _____ is the tool to browse entire system.
15. The total no of rows and columns in EXCEL is _____ and _____.
16. Recycle bin option is used to _____ the deleted items.
17. Backup option is obtained from _____ menu _____ option.
18. _____ chart illustrates comparisons among individual items.
19. _____ option under _____ menu is used to find the text with match case.
20. To delete any file permanently without sending in the recycle bin _____ key combination is used.

21. _____ option reduces/ enlarges the display of documents.
22. _____ view display the layout of each page.
23. F3 function key is used to _____.
24. _____ is also called as glossary.
25. MS-WORD is a package member of the office automation tool named _____.
26. _____ defines that when one page ends and another page begins.
27. _____ Option is used to change the case of word or a sentence.
28. An instance of the word processing application except MS- WORD is _____.
29. _____ is a program for bringing data from external sources into Microsoft excel.
30. The bar available in MS-WORD, used for quick reference of the standard menu commands is called _____.
31. _____ option is an automatically correcting tool.
32. _____ tool used to create a summary automatically for the document.
33. To apply the formatting of a selected text to a desired text easily _____ tool is used.
34. _____ function returns the remainder after number is divided by divisor.
35. To apply the methodology for accessing desired location of a file from within the current document we need to use _____ tool
36. Animation effects are found in _____ toolbar.
37. The tools to apply bold Italic and underline view on the selected text are present in _____ toolbar.
38. There are _____ types of views available in MS-WORD.
39. Custom animation is only available under _____ view of a slide.
40. _____ option used to count number of pages, words, characters, paragraphs & lines.
41. _____ option is used to paste the options to the clipboard.
42. _____ function key is used to invoke spelling and grammar option.
43. Preparation of presentation object known as _____ of PowerPoint.
44. _____ option is under _____ menu is used to find the text with match case.
45. _____ option is used to move the cursor to a particular location.
46. Microsoft PowerPoint comes with different views to help you while you are creating a _____.
47. _____ option reduces or enlarges the display of document.
48. _____ view displays the layout of each page.
49. PowerPoint comes with a special type of slide called the _____.
50. Power point is basically a _____ type of package.

B) Choose the Correct Alternative

1. Microsoft Windows provides a simplified means of communication between the user and the computer's operating system. This is called. []

a) An ICU (intuitive computer unit)	b) A PBS (picture based system)
c) An ITT (interactive terminal technique)	d) AGUI (graphical user interface)
2. In windows which internet browser is provided by Microsoft? []

a) Nets cape navigator	b) internet explorer
c) Both	d) None of these
3. Entering commands for Microsoft windows which of the following device is mostly involved?[]

a) A printer	b) A mouse
c) A network	d) A floppy disk drive
4. Many windows programs can be launched by using the program selection after []

a) double clicking the my computer icon	b) clicking the start button
c) right clicking the desktop	d) dragging the recycle bin to the task bar

5. The title bar contains- []
- The name of the current web page
 - a set of menus
 - Additional information about the current web site
 - None
6. Which of the following is not correct about using the mouse with windows? []
- You "drag" an icon by holding down both mouse buttons as you move the mouse.
 - Double clicking an icon often opens a window.
 - You select an icon by pointing to it and clicking the left button.
 - Right clicking an icon often displays a pop-up menu.
7. PCs can be upgraded to MP Cs with the addition of a -----Drive []
- DVD ROM
 - PROM
 - CD-ROM
 - None
8. Which of the following statements pertaining to windows is false? []
- To enlarge a window, click its Maximize button.
 - To return a window to its previous size, click its restore button.
 - To close a window, click its close button.
 - None of these
9. The most up-to-date product of Microsoft is----- []
- Office 97
 - office 2000
 - Office XP
 - None
10. EDIT MENU contains all the options which are used----- []
- To manipulate or edit the file in different ways.
 - To modify or change the attributes of the created document in a normal way.
 - Both
 - None.
11. In worksheet of excel number of rows available are []
- 23567
 - 65536
 - 56365
 - 65365
12. In excel which of the following view is available []
- page layout
 - note pages
 - page break preview
 - none
13. The name of the last cell in excel is []
- A20
 - IV65536
 - IV65365
 - none
14. Which of the following is not a text function []
- Abs()
 - upper()
 - substitute()
 - Len()
15. Which of the following is not a valid chart type in excel []
- pie chart
 - cone chart
 - bubble chart
 - wave chart
16. PowerPoint comes with _____ auto-layouts for slides []
- 21
 - 22
 - 24
 - 25
17. Text box is appeared on _____ toolbar []
- Formatting
 - form
 - Drawing
 - standard
18. A text box is a _____ in which you can add a border or fill, change the shape or add a 3D effect. []
- Object
 - auto text
 - Auto shape
 - none
19. Word art button appears on the _____ toolbar []
- Formatting
 - form

- c) Drawing d) none
20. After selecting the text, to move _____ it to its new location. []
 a) Copy b) dag
 c) cut d)none
21. To access help screens for windows , you can []
 a) Type HELP anywhere on the desktop b) press the HELP key (F12)
 c) Choose help from the start button's menu d) all of these
22. Which of the following is not a common feature of a windows dialog box? []
 a) tabs that separate options into categories
 b) Option buttons and check boxes that can be clicked
 c) Text boxes where you can enter information
 d) none of these
23. If the window you are viewing dose not show all the information you need to use []
 a) Restore button b) scroll bars
 c) Open dialog box d) none of these
24. To stop your windows session, you should first close all files and programs and then []
 a) Turn off the computer b) erase all icons from the desktop
25. Which of the following button option from the start button menu? []
 a) My computer b) windows explorer
 c) Fill cabinet d) none of these
26. Which of the following CANNOT generally be don't with FILES, using either my computer or windows Explorer? []
 a) Copy and move them b) format and unformed them
 c) Rename and delete them d) none of these
27. You are using windows explorer and some file. To copy all of them to a floppy, you may []
 a) Press the copy key
 b) Hold down alt and press A
 c) Use the print screen key to copy the files to the clipboard.
 e) Hold down left mouse button and 'drag and drop' the files to the icon representing the A: drive
28. Which of the following statements is NOT TRUE of windows? []
 a) You may often copy information from one program to another.
 b) The taskbar contains a button for each open program.
 c) You may have only on program OPEN at any one time.
 d) You may have only one program ACTIVE at any one time.
29. To recover a windows file that has been deleted by mistake from your hard drive, you can[]
 a) Restore it from the recycle bin. b) Undelete it from the trash folder
 c) Drag it out of the garbage can. d) Rescue it from the hard drive dump.

C) State (T) For True and (F) for False in the Box Provide

- 1) Windows 2000 has been launched on 27th feb' 2000.
- 2) To access help careens for windows, you can type help anywhere on the desktop.
30. To stop your windows session, you should first close all files and programs and then turn off the PC.
- 3) One or more files CANNOT be contained within a folder in windows.
- 4) In windows, a link between an icon and the original file, folder, or program is called a hyperlink.
- 5) Information in paint can be copied to the clipboard by clicking the duplicate tool on the toolbar.
- 6) A windows program that is supplied with the system and that allows you to create simple graphics images are called print board.
- 7) An area on your disk in which can save files is called, in windows, a drawer.
- 8) Windows explorer IS NOT a windows'98 toll for managing tour files.
- 9) You many have only one program ACTIVE at any one time in windows.
- 10) Similarity is one of the features of office 2000.
- 11) To save document, click save on the standard toolbar.
- 12) The save command works like save as... command while saving a document first time.
- 13) Cut, copy and paste tools are present in formatting tool ber.
- 14) Undo, cut are the options of INSERT MENU.

- 15) We can apply all the alignment (left, centre, right, justify) together to a particular paragraph.
- 16) Alt+ END key sequence helps move to the first cell in the row.
- 17) Font, tabs are the options of EDIT menu.
- 18) File created in word are know as the table
- 19) Word wrap is a unique feature of word.
- 20) By default in word user uses single column format.
- 21) Both the ruler bars are visible in normal view of a word document.
- 22) We can change the margins of a document both form the page setup command and ruler bar of the document.
- 23) It is not possible to change the border style of a document according to user choice.
- 24) Sort ascending & sort descending icons are only available in tables & border tool bar.

D) FILL IN THE BLANKS

- 1) MS-WORD is a package member of the office automation tool named _____.
- 2) An instance of the word processing application except MS-WORD is _____.
- 3) The bar available in MS-word, used for quick reference of the standard menu commands is called _____.
- 4) To apply the formatting of a selected text to a desired text easily _____ tool is used.
- 5) The tools to apply bold, italic and underline view on the selected text are present in _____ toolbar.
- 6) To apply the methodology for acceding desired file or desired location of a file from within the current document we need to use _____ tool.
- 7) There are _____ types of views available in MS-WORD.
- 8) _____ function key is used to invoke spelling and grammar option .
- 9) Minimum number of documents required running mail merge feature is _____.
- 10) Any object or text copied or cut last time goes to _____ for its further usage.

E) Match Column B with Column A

- | | | | |
|--------------------|--|---|---|
| 1) Insert bookmark | a) can hold the object or text for future use. | [|] |
| 2) Print preview | b) used to save the document. | [|] |
| 3) Ctrl+ S | c) make you reachable of any point of the document | [|] |
| 4) Clipboard | d) devide the application window in to two. | [|] |
| 5) Split command | e) used before printing the document. | [|] |
| 6) Ctrl+ V | f) graphic interchange format | [|] |
| 7) Shift+ F4 | g) enhanced meta file | [|] |
| 8) GIF | h) bitmap images | [|] |
| 9) EMF | i) repeat the last find action | [|] |
| 10) BMP | pastng cutting items. | [|] |

MSEXCEL, PS- POWERPOINT &INTERNET

A) State (T) For True and (F) For False In the Box Provide

- 1) It is not possible to calculate automatically in a spreadsheet package. []
- 2) By default excel offers three worksheets in a new workbook. []
- 3) To edit the contents of a cell F2 function key is used. []
- 4) In a workbook excel' 97 provides maximum 356 different sheets. []
- 5) By default numeric value in a cell automatically gets centre aligned. []
- 6) The gridlines are may turned off if required. []
- 7) Name box shows the current cell number. []
- 8) New () function requires two parameters to execute. []
- 9) Auto sum is a feature of excel. []
- 10) Mid () returns a specific set of characters sequentially from within a string given as a parameter. []

B) Choose the Correct Alternative

- 1) 1. In a worksheet of excel number of rows available are
 - a) 23567
 - b) 65536
 - c) 56365
 - d) 65365
- 2) In Excel which of the following view is available
 - a) Page layout
 - b) Note Pages
 - c) Page Break Preview
 - d) None
- 3) The Name of the Last cell in excel is
 - a) A20
 - b) IV 65536
 - c) IV65365
 - d) None
- 4) which of the followings is not a text function
 - a) Abs ()
 - b) Upper ()
 - c) Substitute ()
 - d) Len ()
- 5) which of the followings is not a valid chart type in Excel
 - a) Pie chart
 - b) Cone Chart
 - c) Bubble Chart
 - d) Wave Chart
- 6) Chart wizard icon is present in -----toolbar
 - a) Formatting
 - b) Standard
 - c) Chart
 - d) Drawing
- 7) The formula produced by Auto sum command is
 - a) =SUM()
 - b) = AUTOSUM()
 - c) = SUMAUTO()
 - d) None
- 8) The formula produced by Auto sum command is
 - a) =COUNT ()
 - b) =LEN ()
 - c) =CHAR ()
 - d) All
- 9) The function used for removing all the blank spaces from a string is
 - a) trim ()
 - b) LTRIM()
 - c) RTRIM ()
 - d) All
- 10) In case of invalid cell reference the ERROR Message is come as
 - a) #REF!
 - b) #N/A
 - c) #NULL!
 - d) #VALUE!
- 11) The function EXACT() Will return a ----- value
 - a) .T. or .F.
 - b) TRUE or FALSE
 - c) Both
 - d) None
- 12) To avoid repetition of similar job in excel -----feature is used
 - a) Pivot Table
 - b) Goal Seek
 - c) Macro
 - d) Scenario
- 13) which one is different among the following
 - a) Goal Seek
 - b) Scenario
 - c) Solver
 - d) Pivot Table
- 14) If a cell contains comment it is indicated with a triangle at-----corner of the cell.
 - a) Top left
 - b) Bottom right
 - c) Bottom left
 - d) Top right
- 15) In conditional formatting maximum number of condition applicable is
 - a) 1 (One)
 - b) 2 (Two)
 - c) 3 (Three)
 - d) 4 (Four)
- 16) Power point comes with _____ auto- layouts for slides.
 - a) 21
 - b) 22
 - c) 24
 - d) 25
- 17) A Text box is appeared on _____ toolbar
 - a) Object
 - b) auto text
 - c) Auto shape
 - d) none
- 18) Word art button appears on the _____ toolbar
 - a) Formatting
 - b) form
 - c) Drawing
 - d) none
- 19) After selecting the text, to move _____ it to its new location
 - a) Copy
 - b) dag

c) cut

d) none

C) FILL IN THE BLANKS

- 1) Power point is basically a _____ type of package.
- 2) The extension of a presentation file is _____.
- 3) Every page of presentation is known as _____.
- 4) Animation effect is found in _____ toolbar.
- 5) Custom animation is only available under _____ view of a slide.
- 6) In _____ view we can see multiple slides in one window.
- 7) The full form of www is _____.
- 8) _____ is the easiest way of communication what obsoletes the use of post cards or envelopes.
- 9) We must enter valid _____ & _____ to log on to internet.
- 10) The full form of ISP is _____.
- 11) Saving a file from the net into a client computer is called _____.
- 12) HTTP stands for _____.
- 13) Web pages reside on _____ servers that forward your request for information.
- 14) _____ helps in searching the internet sites related with a specified topic.
- 15) _____ is protocol for transferring files of on the net.

MS- Access And FoxPro

A) Fill in the Blanks

- 1) A _____ is a collection of organized information that works as segment or piece of information for a particular purpose.
- 2) Queries are used to view, change and analyze _____ in different ways.
- 3) A _____ is a collection of visual basic controls for application interface development.
- 4) _____ view allows to create / design a form with the help of customized methods.
- 5) Form and report modules are _____ modules.
- 6) A query has _____ number of views.
- 7) To import data in table from other applications _____ option is used under table tab in database window.
- 8) A field defined as primary key can't store _____ & _____ values.
- 9) A text field in a table of access can contain maximum _____ number of characters.
- 10) _____ Wizard helps creating a report from a table or query with a step by step instruction.
- 11) To create & modify relationship _____ option is used under _____ manu.
- 12) To execute a set of actions using a single command _____ feature of access is used.
- 13) SQL statements can be executed by selection _____ action under macro.
- 14) To create a new database file _____ command is used.
- 15) _____ Command lists the records on the screen.
- 16) To delete the record (s) physically _____ command is used.
- 17) A database file must be in _____ before applying any command on it.
- 18) To display the data in the date in 'mm/dd/yy' format _____ set command must be on.

B) Match Column B with Column A

- | | | |
|------------------------|----------------------|---------|
| 1) Date/ time | a) 8 bytes | [] |
| 2) Hyperlink data type | b) saves the file | [] |
| 3) OLE object | c) 4 bytes | [] |
| 4) Ctrl= W | d) 64, 000 character | [] |
| 5) Auto number | e) 1 giga byte | [] |

C) CHOOSE THE CORRECT ALTERNATIVE

- 1) To store the images in a filed _____ data type is defined

a) memo	b) OLE
c) Image	d) text
- 2) F1 is used for opening the _____

a) File	b) filed
c) Help	d) none
- 3) Which of the following is a toolbar of access?

a) Formatting	b) drawing
c) Database	d) standard
- 4) Alt + F10 is used to _____

a) Select	b) select the table menu
c) Select the index menu	d) none
- 5) The main constrain that is used to create queries from more then one table in access database is ____

a) Unique value	b) foreign key
c) Primary key	d) not null

D) State (T) For True and (F) For False In the Box Provide

- | | |
|--|---------|
| 1) Las & display all both are equal. | [] |
| 2) Append command is used to add now records. | [] |
| 3) Modify structure command is used to merge more than one file into a single file. | [] |
| 4) /D option is used with the SORT command to arrange the records in descending order. | [] |
| 5) In FoxPro the data in the report can not be grouped. | [] |

E) Write the programming codes for the following problems (1 or 2)

- 1) Create a database file "employee. Dbf" with the following files.

a) Emp_id
b) Emp_name
c) Emp_age
d) Emp_basic

Add few records in to the database and write a program which accepts the employee ID and displays the employee details along with the D.A., F.R.A., P.F. DEDUCTION AND GROSS SALARY.

Where, D.A. (dearness allowance) = 15% of basic or RS. 600 (which one is less)
 H.R.A. (house rent allowance = 10% of basic
 P.F. (provident fund) deduction = 12.5% of basic
 Net salary = (basic + D.A. + H.R.A.) –P.F.

Output:

Enter employee ID

Employee Details

Employee name : xxxxxxxxxxx xxxxxx

Age of employee	:	## years
Basic salary (Rs.)	:	#####. ##
Dearness allowance (Rs.)	:	#####. ##
House rent allowance (Rs.)	:	#####. ##
Provident fund Ded. (Rs.)	:	#####. ##
Net salary (Rs.)	:	#####. ##

OR

F) Write the programs

- Accept a 3-digit number and display the sum of digits.
- Create a menu containing the names of five friends. At runtime of program select any names from the list and press enter to display that on the screen.
- Write a program to find the largest number among the 10 inputs.
- Write program to solve to following calculation
 $S = 1 \times 3 \dots \dots \dots \times n$
- Write the codes for entering a centigrade temperature while running the program, which returns the Fahrenheit equivalent.
[Hint: relation between centigrade and Fahrenheit is $C / 5 = (F - 32) / 9$]

PRACTICAL EXAM

- FoxPro Programming**
- Ms- Office (Word, Excel, PowerPoint)**