Indian Youth Computer Literacy Mission

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

Diploma in computer Application

Final Examination

Computer Fundamental, MS-DOS, Windows, MS-Office (Word, Excel, PowerPoint, Access,Fox-Pro),Internet.

Total Marks: 200	Pass Mark: 80	Time: 3hours
To be filled by the student in English BLOCK Letters		
Student Name		
Registration No.		
A.T.C. Name		
A.T.C. Code		Date Of Examination	
Student's Signature		Invigilator's Signature	
ATC Seal		(For H.O Office Use Only)	
		Mark's obtained	
		Examiner's Signature	
		Head of the Examiner	
ATC In Charge			

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

I. **Choose the correct alternative :** (10×1=10)

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 known 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 device which are used to input information or instructions the computer are called [   ]
   - a) Input Device   b) Output 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 –screen menu. [   ]
   - a) Keyboard   b) Printer   c) Mouse   d) None of these

8. The most common DTP package in India is _____. [   ]
   - a) Page Maker   b) MS-Word   c) AutoCAD   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

II. **Match the following:** (5×1=5)

1. Establishing Basic Input Output System   a)   Command.com   [   ]
2. Automatic Executable file   b)   Ctrl+ Alt + Del   [   ]
3. Current date as MS-DOS Prompt   c)   BIOS   [   ]
4. Loading of Internal commands into the memory   d)   Autoexec.bat   [   ]
5. Cold Booting   e)Prompt $D   [   ]

III. **Write full from of the following abbreviations:** (5×2=10)

1. EPROM_____
2. FAT_____
3. SRAM_____
4. POST_____
5. UPS_____

IV. **State (T) for true and (F) for false in the box provided:** (10×1=10)

1. To see the files or directories PATH command is used. [   ]
2. DOS work with the help of a collection of files called booting files. [   ]
3. Sun-Micro System is a multi tasking operating system. [   ]
4. X copy command allows the user to copy entire directories including all the sub directories. [   ]
5. $ is wildcard character. [   ]
6. RD command allows the user to delete a empty directory from the disk [   ]
7. FC stand for file compare. [   ]
8. DOS is Multi User Operating System. [   ]
9. All the internal commands are the part of a system file Command.com. [   ]
10. In case of extern al commands individual existence as a separate file is required in the disk. [   ]

V. Fill in the blanks: (10×1=10)

1. _____ is the key combination of breaking the execution of any Batch File.
2. Find, Short and More are the _____ commands.
3. MS-DOS stands for _____.
4. The primary name of any file in DOS contains maximum _____ characters.
5. _____ option is used for confirmation in DEL command of MS-DOS.
6. _____ command is used to see the contents of a text file.
7. The extension name of batch file is _____.
8. To find a specified starting in a file _____ command is used.
9. CHOICE, PAUSE, SHIFT are _____ commands.
10. For holding the execution of any batch file until pressing any key _____ command is used.

WINDOWS

I. Choose the correct alternative: (10×1=10)

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)   APBS (Picture Based System)
   c)   An ITT (Interactive Terminal Technique)   d)   A GUI (Graphical User Interface)
2. In Windows which internet browser is provided by Microsoft? [   ]
   a) Netscape Navigator   b) Internet Explorer
   c) Both   d) None of these
3. Entering commands for Microsoft windows which of the device is mostly involved? [   ]
   a) A Printer   b) A Mouse   c) A Network Card   d) A Floppy Disk Drive
4. Many windows programs can be lunched by using the program selection after [   ]
   a) Double Clicking My Computer Icon   b) Clicking the Start button
   c) Right Clicking the desktop   d) Dragging the Recycle Bin to the Task Bar
5. To stop your windows session, you should first close all file and programs and then [   ]
   a)   Turn off the computer   b) erase all icon from the desktop
   c)   Select the Shut Down option from the Start button menu
   d)   Click the Close button on each icon on the desktop
6. Which of the following is not a windows'98 tool for managing your files? [   ]
   a)   My Computer   b) Windows Explorer   c) File Cabinet   d)None of these
7. Which of the following CANNOT generally be done with FILES, using either My Computer or Windows Explorer? [   ]
   a)   Copy and move them   b)   Format and unformat them
   c)   Rename and delete them   d)   None of these
8. You are using Windows Explorer and have some files. 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.
   d)   Hold l down left mouse button and "drag and drop" the files to the icon representing the A: drive
9. Which of the following statement 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 one program OPEN at any on time
   d)   You may have only one program ACTIVE at any one time
10. 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   c)   rescue it from the Hard Drive Dump

II. **State (T) for true and (F) for false in the box provided** (10×1=10)
1. Windows 2000 has been launched on 27th Feb' 2000. [   ]
2. To access help screens for windows, you can type help anywhere on the desktop. [   ]
3. To stop your Windows session, you should first close all files and then turn off the PC. [   ]
4. One or more files CANNOT be contained with in a folder in windows. [   ]
5. In windows, a link between an icon and the original file, folder, or program is called a hyperlink.[   ]
6. Information in Paint can be copied to the Clipboard by clicking the duplicate tool on the toolbar.[   ]
7. A windows program that is supplied with the system and allows you to create simple graphics images are called Paint Board. [   ]
8. An area on your disk in which you can save files is called, in windows, a drawer. [   ]
9. Windows Explorer IS NOT a windows'98 tool for managing your files. [   ]
10. You may have only one program ACTIVE at any one time in windows. [   ]

MS-WORD

I. **Fill in the blanks** (10×1=10)
1. MS-Word is 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 accessing desired file or desired location of from within the current document we need to use _____ tool.
7. There are _____ type s 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.

II. **State (t) for true and (F) for false in the box provided:** (10×1=10)
1. The Save command works like **Save As...** Command while saving a document first time. [   ]
2. Cut, Copy and Paste tools are present in Formatting tool bar. [   ]
3. We can apply all the alignment (left, center, right, justify) together to a particular paragraph. [   ]
4. Files created in word are known as the tables**.** [   ]
5. Word wrap is a unique feature of Word. [   ]
6. By default in word user uses single column format. [   ]
7. Both the ruler bars are visible in Normal view of a Word document. [   ]
8. We can change the margins of a document both from the Page Setup command and ruler bar of the document. [   ]
9. It is not possible to change the border style of a document according to user choice. [   ]
10. Sort Ascending & Sort descending Icons are only available in Tables & Border Tool Bar. [   ]

III. **Match Column B with A:** (5×1=5)

	Column A		Column B	
1.	Insert Book mark	(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 into two.	[ ]
5.	Split Command	(e)	Used before Printing the document.	[ ]

MS-EXCEL

I.   State (T) for true and (F) for false in the box provided: **(10×1=10)**

1. It is not possible to calculate automatically in spreadsheet package.   [   ]
2. By default excel offers three worksheets in a new work book .   [   ]
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 center aligned.   [   ]
6. The Gridlines are may turned off if required.   [   ]
7. Name box shows the current cell number.   [   ]
8. Now () Function requires two parameters to execute.   [   ]
9. Autosum is a feature of excel.   [   ]
10. Mid () returns a specific set characters to execute.   [   ]

II.   Choose the correct alternative: **(10×1=10)**

1. In a work sheet 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) IV65536   c) IV65365   d) None
4. Which of the following is not a text function `   [   ]
    a) Abs()   b) Upper()   c) Substitute   d) Len()
5. Which of the following 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 Autosum command is   [   ]
    a) =SUM()   b) =AUTOSUM()   c) =SUMAUTO()   d) None
8. The number of characters in a string is determined by the formula   [   ]
    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!

MS-POWERPOINT & INTERNET

I.   Fill in the blanks: **(5×1=5)**

1. Power Point is basically a _____ type of package.
2. Every package of presentation is known as _____.
3. Animation effects are found in _____ toolbar.
4. The full from of www is _____.
5. The full from of ISP is _____.

II.   Choose the correct alternative: **(5×1=5)**

1. PowerPoint comes with _____ auto-layouts for slides.   [   ]
    a) 21   b) 22   c) 24   d) 25
2. Text box is appeared on _____ toolbar.   [   ]
    a) Formatting   b) From   c) Drawing   d) Standard

3. A text is an _____ in which you can add a border or fill, change the shape or add 3Deffect [   ]
   a) Object   b) Autotext   c) Autoshspe   d) None
4. Word Art button appears on the _____ toolbar.   [   ]
   a) Formatting   b) From   c) Drawing   d) None
5. After selecting the text, to move _____ it to its new location.   [   ]
   a) Copy   b) Dag   c) Cut   d) None

III.   **Match the followings:**   (5×1=5)

         Column A   **Column B**

   1.   Ctrl + V   (a) Graphic Interchange Format   [   ]
   2.   Shift + F4   (b) Enhanced Meta File   [   ]
   3.   GIF   (c)   Bitmap Images   [   ]
   4.   EMF   (d) Repeat the last find action   [   ]
   5.   BMP   (e) Pasting cutting items   [   ]

MS-ACCESS

I.   **Fill in the blanks:**   (5×1=5)
   1. A _____ is a collection of visual basic controls for application inter face development.
   2. _____ view allows to create / design a form with the help of customized methods.
   3. Form and report modules are _____ modules.
   4. To import date in table from other applications _____ option is used under table tab in database window.
   5. _____ wizard helps creating a report from a table or query with a step by instruction.

II.   **Choose the correct alternative:**   (5×1=5)
   1. To store the images in a filed _____ data type is defined.   [   ]
      a) Memo   b) OLE   c) Image   d) text
   2. F1 is used opening the _____   [   ]
      a) File   b) Field   c) Help   d) None
   3. Which of the following is at a toolbar of ACCESS   [   ]
      a) Formatting   b) Drawing   c) Database   d) Stander
   4. Alt + F10 is used to _____   [   ]
      a) Select the toolbar   b) Select the table menu   c)Select the index menu   d) None
   5. The main constrain that is used to create queries from than one table in access database is___
      a)   Unique value   b) foreign key   c) primary key   d) not null   [   ]
III.   **Match the followings:**   (5×1=5)

         Column A   **Column B**

   1.   Date / Time   (a) 8 bytes   [   ]
   2.   Hyperlink Data type   (b) Save the file   [   ]
   3.   OLE object data type   (c) 4 bytes   [   ]
   4.   Ctrl + W   (d) 64,000 character   [   ]
   5.   Auto Number   (e) 1 giga byte   [   ]

FoxPro (Database & Programming)

I.   **Fill in the blanks:**   (5×1=5)
   1. To create a new database file _____ command is used.
   2. _____ command lists the records on the screen.

3. To delete the records(s) physically _____ command is used.
4. A database file must be in _____ before applying any command on it.
5. To display the date in 'mm/dd /yyy' format _____ set command must be on.

II.   **State (t) for true and (F) for false in the box provided:**   **(10×1=10)**
1. List & Display all both are equal.   [   ]
2. Append command is used to Add new records.   [   ]
3. Modify structure commend is used to merge more than on file in to 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.   [   ]

III.   **Write the Programming Codes for the following problems(1 or 2)**   **(15)**
1. Create a database file "employee.dbf" with the following fields.
   a) emp_id
   b) emp_name
   c) emp_age
   d) emp_basic

   Add few records into the database and write a program which accepts the employee ID and displays

   The employee details along with D.A., H.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 Name   :   XXXXXXXXXX XXXXXX

   Age of Employee   :   ## Years

   Basic Salary (Rs.)   :   #####. ##

   Dearness Allowance (Rs.)   :   #####. ##

   House Rent Allowance (Rs)   :   #####. ##

   Provident Fund Ded. (Rs.)   :   #####. ##

   Net Salary (Rs.)   :   #####. ##

                                                    OR

   Write the programs.

      a) Accept a 3-digit number and display the sum of Digits.   (5)
      b) Create a menu containing the names of five friends. At runtime of program select any name from
         the list and press enter to display that on the screen.   (5)
      c) Wright codes for entering a centigrade temperature while running the program, which returns
         the Fahrenheit equivalent.   (5)
         [Hint: Relation between Centigrade and Fahrenheit is C/ 5= (F -32) /9]