



DM-003-039104

Seat No. _____

B. Voc. Actech (Sem. I) (CBCS) Examination

April / May – 2015

Actech-1.4 Fundamental of Computer

(PC-software-MS Office & DOS)

Faculty Code : 003

Subject Code : 039104

Time : $2\frac{1}{2}$ Hours]

[Total Marks :70

1 Attempt the following : 20

- (1) Mail merge utility is available in -
 - (a) Ms. Excel
 - (b) Ms. Power Point
 - (c) Ms. Word
 - (d) Ms. Access
- (2) Using spell check you can -
 - (a) Find spelling mistakes
 - (b) Find grammatical mistakes
 - (c) Correct spelling mistakes
 - (d) All of these
- (3) If I want to split a paragraph in two columns. Then option for this is available in -
 - (a) Themes
 - (b) Page Background
 - (c) Page Setup
 - (d) Paragraph
- (4) What is correct meaning of cell referencing?
 - (a) Automatics Calculation
 - (b) Cell locking
 - (c) Value of a cell can be used in other cell
 - (d) None of these
- (5) Pivot Table and Pivot Chart used to -
 - (a) Analyze the data
 - (b) Get quick and better understanding about data.
 - (c) Take quick decision
 - (d) All of these

- (6) Review-> Protect sheet option generally protect –
(a) Locked cells (b) Both
(c) Unlocked cells (d) None of these
- (7) Custom animation should be applied to _____.
(a) slide
(b) to complete file
(c) text and images in the slide
(d) None of these
- (8) To play single audio during my slide show, I should select play sound when
(a) Clicked (b) Play across slides
(c) Automatically (d) None of these
- (9) If I want to add same text in all slides of same category I should use _____.
(a) slide header (b) slide master
(c) slide footer (d) None of these
- (10) Before printing a document can be viewed in _____.
(a) Print Layout (b) Web Layout
(c) Full Screen Reading(d) Print Preview
- (11) A computer program that translates one program instruction at a time into machine language is called a / an _____.
(a) Interpreter (b) Compiler
(c) Simulator (d) Commander
- (12) The brain of any computer system is
(a) ALU (b) CPU
(c) Memory (d) Control unit
- (13) What difference does the 5th generation computer have from other generation computers?
(a) Technological advancement
(b) Object Oriented Programming
(c) Scientific code
(d) All of the above

- (14) Which part interprets program instructions and initiate control operations?
- (a) Input (b) Logic Unit
(c) Storage unit (d) Control unit
- (15) The most common input devices include
- (a) Monitors and keyboards
(b) Mouse and keyboards
(c) Monitors and mice
(d) Printer and mice
- (16) The primary output device for computer is
- (a) Monitor (b) Mice
(c) Keyboard (d) Mouse
- (17) A hard copy would be prepared on a
- (a) line printer (b) laser printer
(c) dot matrix printer (d) all of these
- (18) Fifth generation computers are based on
- (a) Artificial Intelligence
(b) System
(c) Program
(d) None
- (19) What type of device is computer keyboard?
- (a) Memory (b) Storage
(c) Input (d) None of these
- (20) Microprocessor was introduced in which generation?
- (a) First (b) Second
(c) Third (d) Fourth

2 Answer the following : **(Any three)**

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- (1) Give the definition of computer
- (2) List out various characteristics of computer and explain any two.
- (3) Explain use of format painter.
- (4) What is the use of filter in Excel?
- (5) What is operating system?
- (6) Explain themes in Power Point.

- (b) Answer the following : **(Any three)** **9**
- (1) Explain fourth generation technology.
 - (2) Write steps to protect document in word.
 - (3) Explain BIOS in operating system.
 - (4) Explain custom animation in power point.
 - (5) Give the difference between compiler and interpreter.
 - (6) Write steps for mail merge labels in word.
- (c) Answer the following : **(Any two)** **10**
- (1) Write steps to protect sheet.
 - (2) Explain characteristics of computer
 - (3) Write steps to create pivot chart in excel.
 - (4) What is hardware and explain input devices ?
 - (5) Explain types of ways to create table in word.
- 3** (a) Answer the following : **(Any three)** **6**
- (1) Explain any three library functions of the type text in excel.
 - (2) Explain usage of slide master.
 - (3) What is software and give the types of software ?
 - (4) Explain any three commands of DOS.
 - (5) Explain the effect of slide transition in power point.
 - (6) Give the definition of Machine Level Language.
- (b) Answer the following : **(Any three)** **9**
- (1) Explain booting process in detail.
 - (2) Write steps for configuration of printer.
 - (3) Write steps to include music file in slide show and play across all sides.
 - (4) Explain any three layouts of slides in power point.
 - (5) Explain memory hierarchy in a computer.
 - (6) Explain relative referencing and its types.
- (c) Answer the following: **(Any two)** **10**
- (1) Write usage of Microsoft Word.
 - (2) Explain block diagram of computer.
 - (3) Explain sorting and subtotaling in excel.
 - (4) Explain Multimeter in detail.
 - (5) Explain memory in detail.