2021-CAB

CC - IX

Semester-IV

Time - 3 hrs
full Mark - 80

1. Fill in the blanks   [1x12]
   a. RAM stands for _____.
   b. _____ is an example of an input device.
   c. There are _____ units in a computer system.
   d. There are _____ system icons in Windows 10 Operating System.
   e. Deleted files and folders are actually transferred to_____ in Windows OS.
   f. There are _____ alignments in MS-Word.
   g. _____ tool in MS-Word is used to search a word in a document.
   h. MS-Word files are called_____.
   i. An Excel Workbook can contain maximum of _____ worksheets.
   j. Inter section of a row and a column is called a_____.
   k. Power Point slides can be viewed in_____ ways.
   l. Collection of field is called a_____.

2. Answer any eight of the following questions with three sentences each. [2x8]
   a. What is CPU?
   b. What is Scanner?
   c. Define Primary Memory.
   d. What is a folder?
   e. What is an icon?
   f. Differentiate between cut and copy.
   g. What is a spreadsheet?
   h. Describe PageSetup in MS-Word.
   i. Define a slide.
   j. What is a database?

3. Answer any eight of the following questions within 75 words each.   [3x8]
   a. What is a software? Describe it's sub-categories.
   b. Describe types of output devices.
   c. Define types of Operating Systems.
   d. Write a short note on Windows Operating System.
   e. Differentiate between Undo and Redo in MS-Word.
   f. Describe AotoCorrect features in MS-Word.
   g. Briefly describe Row, Column and Cell in MS-Excel.
   h. Describe Fill Handle feature in MS-Excel.
   i. What is Power Point? Describe it's use.
   j. Define Primary key with an example.

4. Answer all questions within 500 words each.   [7x4]
   a. Draw a block-diagram of computer and describe it's different units.
                              OR
      Describe different Memory units in a computer system.
   b. What is an Operating System? Describe functions and types of Operating Systems.
                              OR
      Describe different type of icons in Windows Operating System.
   c. What is a Word Processor? Describe different components of MS-Word Interface.
                              OR
      Describe Mail-Merge. Write steps to create a merged document.
   d. What is cell formatting in MS-Excel? Describe different ways you can format the contents of a cell.
                              OR
      What are Power Point views? Describe different views in which slides can be shown.

N-Perrda
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