

**Exam:FYBCom (Financial Market)(CBCGSS) (R-2016-17) Semester II**

**Subject:Computer Skills-I**

**Exam Date:12-04-2019**

**Q.P.Code:0007009**

- Note:**
- 1) All questions are compulsory.
  - 2) Figures to the right indicate full marks.
  - 3) Make use of diagrams wherever necessary.
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**1 A. Fill in the blanks (any 8)**

**[8 marks]**

- i) RAM stands for \_\_\_\_\_.  
Ans.Random Access Memory
- ii) Third generation computers used \_\_\_\_\_ as an electronic component.  
Ans.IC
- iii) \_\_\_\_\_ is a combination of keys for copy command.  
Ans. Ctrl+c
- iv) OMR stands for \_\_\_\_\_.  
Ans. Optical Mark Reader.
- v) \_\_\_\_\_ system allows two or more users to run programs at the same time.  
Ans. Multiuser
- vi) \_\_\_\_\_ are programs that secretly records what you do on your computer.  
Ans. Spyware.
- vii) \_\_\_\_\_ is a computer on Internet that contains one or more websites.  
Ans. Web server
- viii) ISDN stands for \_\_\_\_\_  
Ans.Integrated services digital network
- ix) \_\_\_\_\_ contains all the commands you will need to perform common tasks in MS Word.  
Ans.Ribbon
- x) All formulas in Excel begins with \_\_\_\_\_ sign.  
Ans.Equal

**1 B. State whether True or False (any 7)**

**[7 marks]**

- i) FTP stands for File Transfer Protocol.  
Ans.true
- ii) First row of keyboard labeled from F1 to F12 are Numeric keys.  
Ans.False
- iii) IP address consist of four numbers , separated by single dot (.).  
Ans.true
- iv) CD stands for Common Disk.  
Ans.false

- v) **Voice response system takes input from keystroke or mouse.**  
**Ans.false**
- vi) **Linux is an application software.**  
**Ans.false**
- vii) **WWW has its own protocol known as HHTTP.**  
**Ans.false**
- viii) **Recycle bin stores all the temporary delete files.**  
**Ans. true**
- ix) **A template is predesigned spreadsheet you can use to create a new workbook quickly.**  
**Ans.true**
- x) **HLOOKUP function in Excel, is used to find specific information that has been stored in column.**  
**Ans.false**

**Note From Q.2 to Q.5 expected points in answer as follows.**

**2.**

- (a) Explain types of computers. [8 marks]**

**Ans. Listing types (01 M)**

**Brief explanation for each types. (07 marks)**

- (b) What are different parts of computers? [7 marks]**

**Ans. Listing types (01 M)**

**Brief explanation for each types. (07 marks)**

**OR**

- (p) List pros and Cons of Plasma display. [8 marks]**

**Ans. Pros: 04 marks**

**Cons: 04 marks**

- (q) Explain Dot matrix printer and Daisy wheel printer. [7 marks]**

**Ans . 3.5 marks each for Above both types including diagrams.**

**3.**

- (a) Explain different types of operating systems. [8 marks]**

**Ans. Listing types (01 M)**

**Brief explanation for each types. (07 marks)**

- (b) Define the terms : website,web pages,web server. [7 marks]**

**Also explain types of web sites.**

**Ans. 01 marks each for Definitions**

**Brief explanation for each types. (04 marks)**

**OR**

**(p) Write necessary steps to compose an Email message. [8 marks]**

**(q) What are web browsers? Explain any two web browsers. [7 marks]**

**4.**

**(a) What do mean by Internet telephony ? List its benefits and disadvantages. [8 marks]**

**Ans : Definition -01 mark**

**3.5 marks for each Benefits and disadv.**

**(b) Give solutions to the following problems.**

**i) Power button will not start computer. (3.5 marks)**

**ii) All programs on the computer run slowly.(3.5 marks) [7 marks]**

**OR**

**(p) Explain the following services on Internet.**

**i) Blogs:- (04 marks)**

**ii) Social Media:- (04 marks) [8 marks]**

**(q) Explain the following tools of MS word 2013 interface. [7 marks]**

**i) Quick access toolbar**

**ii) The Ribbon**

**iii) Account access**

**iv) Ruler**

**v) Scroll bar**

**vi) Zoom control**

**vii) Word count**

**Ans : 01 mark for each**

**5.**

**(a) Explain different types of E-commerce. [8 marks]**

**(b) Explain the following functions: [7 marks]**

**i) AutoSum    ii) sumif    iii) IF    iv) Count**

**OR**

**Write short notes on (any 3) [15 marks]**

**(a) Graphical User Interface**

**(b) Primary memory and its types**

**(c) Disk cleanup**

**(d) VLOOKUP and HLOOKUP functions.**

**(e) Scanners**