

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