



**KERALA STATE RUTRONIX**  
**Fundamentals of Computer, Operating System & Office Suite**  
 (PGDCA)

Question code

**A4**

**Time : 2 hours**

**Maximum Marks : 100**

**Note: Write the answers for Questions from 1 to 30 in the MCQ answer sheet**

**Part - I Choose the most appropriate answer**

**(10 x 1 Mark = 10 Marks)**

- 1) When you start your computer, which memory is first activated?  
 a) ROM                                      b) RAM                                      c) Hard disk                                      d) BIOS
- 2) ..... was developed to enable recording, rewriting and playback of HD videos as well as to store large amount of data.  
 a) CD                                      b) DVD                                      c) Blue-ray disc                                      d) None of these
- 3) As soon as the ..... peripherals are connected to a computer, they can be recognized and installed on it.  
 a) Click and Eject                      b) Plug and Play                      c) Push and Pop                      d) Off and On
- 4) ..... is a simultaneous bidirectional communication scheme.  
 a) Simplex                                      b) Full duplex                                      c) Half duplex                                      d) Four wired
- 5) ..... feature in PowerPoint adds special effects to modify the appearance of the slides and the timing between each slides.  
 a) Color schemes                      b) Transition settings                      c) Handouts                                      d) None of these
- 6) Which of the following connects a LAN to a WAN?  
 a) Router                                      b) NIC                                      c) Repeater                                      d) Hotspot
- 7) Which of the following output is CORRECT if you type a formula, =COUNTIF(A1:D4, "NCO") in the active cell of the given screenshot of MS-Excel?

	A	B	C	D
1	1	2	3	4
2			NCO	"NCO"
3	8 Nco		nco	5
4		7		6

- a) 1                                      b) 2                                      c) 3                                      d) 4
- 8) ..... device is used to boost the signal.  
 a) Hub                                      b) Bus                                      c) Bridge                                      d) Repeater
- 9) Which of the following data type is used to store logical values in MS Access?  
 a) True/False                      b) On/Off                                      c) Yes/No                                      d) All of these
- 10) With wearable and implantable computers humans may become .....  
 a) Humanoids                      b) Humano Computers                      c) Compo Humes                      d) Cyborgs

**Part - II Fill in the blanks**

**(10 x 1 Mark = 10 Marks)**

- 11) By using ..... feature, the headings can be made visible even while scrolling down in MS Excel.
- 12) In MS Access, creating ..... allows faster sorting of records.
- 13) Changing the style of all slides in the presentation can be done by changing the properties on the .....
- 14) In MS Word, if the text does not fit a line, it automatically flows to the next line is called .....
- 15) ..... is unique address associated with each page on the web.
- 16) The **DOS** command used to create text file is .....
- 17) Identify the following topology  
 It has a separate communications link from each computer to a centralized computer
- 18) A drawing software to create diagrams and illustrations in OpenOffice.org 2.0 is .....
- 19) ..... option is used to align the paragraph at both right and left indent in MS Word.
- 20) Page orientation in which width of the page is greater than height is known as .....



**Part - III State whether true or false**

**(10 x 1 Mark = 10 Marks)**

- 21) In MS Access, duplicate values can be entered in a primary key field.
- 22) A PowerPoint presentation cannot be inserted in a webpage.
- 23) Ctrl + G is the short cut key for **Replace** in MS Word.
- 24) In a PowerPoint slide, animation effects can be applied to images only.
- 25) Hexadecimal value of decimal 34 is ACB.
- 26) Magnetic and optical devices are generally volatile.
- 27) UNIX is a GUI interface.
- 28) COBOL is ideally suitable for scientific applications.
- 29) PCI video cards are capable of a higher data transfer rate than AGP video cards.
- 30) The larger the number of pixels on a computer screen, the clearer and crisper the screen images are displayed.

**Part - IV Name the following**

**(5 x 2 Marks = 10 Marks)**

- 31) Any two Impact printers.
- 32) Any two pointing devices.
- 33) Any two Main RAM types.
- 34) Any two High level languages.
- 35) Any two search engines.

**Part - V Write the Excel formula for the following**

**(5 x 2 Marks = 10 Marks)**

- 36) To count the number of empty cells from A1 to A100.
- 37) To convert all letters in a string to lowercase.
- 38) To return the remainder after number1 is divided by number2.
- 39) To remove all spaces of a text string except for single spaces between words.
- 40) To multiply the given numbers in the cells B1, B2 and B3.

**Part - VI Expand the following**

**(5 x 1 Mark = 5 Marks)**

- |           |         |
|-----------|---------|
| 41) ENIAC | 44) NIC |
| 42) DNS   | 45) AGP |
| 43) WORM  |         |

**Part - VII Write short notes on (Any Five)**

**(5 x 5 Marks = 25 Marks)**

- 46) Different views of MS PowerPoint.
- 47) Conditional Formatting in MS Excel.
- 48) Relative, Mixed and Absolute referencing in MS Excel with examples.
- 49) Data types in MS Access.
- 50) Difference between RAM and ROM.
- 51) Features of LINUX.
- 52) Wi-Fi and Bluetooth.
- 53) Mark recognition and Character recognition devices.
- 54) Analog and Digital computers.

**Part - VIII Essay Questions (Any Two)**

**(2 x 10 Marks = 20 Marks)**

- 55) Explain queries and query wizard in MS Access.
- 56) Mail Merge in MS Word.
- 57) Secondary storage devices.
- 58) What is Internet? Explain how data is transmitted and received via Internet.