

- Q.20 Discuss the use and concept of mail merge.
- Q.21 Discuss the importance of operating systems.
- Q.22 Draw the block diagram of the computer and discuss in brief the different components.
- Q.23 Mention the function of assembler, compiler and interpreter.
- Q.24 Write a short note on using word art in MS word.
- Q.25 Discuss the importance of High level language.
- Q.26 Mention the features of Windows 2000.

SECTION-D

Note: Long answer type questions. Attempt any one questions out of two questions. $(1 \times 10 = 10)$

- Q.27 How formulas are created in MS Excel. Discuss the basic formulas available in MS Excel.
- Q.28 Discuss any two input devices and two output devices in detail.

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1st Year / Advance Diploma in Tool and Die Making
Subject : Computer Application-I

Time : 3 Hrs.

M.M. : 50

SECTION-A

Note: Multiple choice questions. All questions are compulsory $(8 \times 1 = 8)$

- Q.1 What is the mean of the Booting in the system?
- a) Restarting computer
 - b) Install the program
 - c) To scan
 - d) To turn off
- Q.2 To print a document, press _____
- a) Ctrl + P
 - b) Alt + P
 - c) Tab + P
 - d) None of these
- Q.3 Following is used for creating presentations.
- a) MS Word
 - b) MS Access
 - c) MS Excel
 - d) Power Point

Q.4 Hexadecimal numbers are a mixture of

- a) Octal and decimal numbers
- b) Binary and octal numbers
- c) Letters and decimal digits
- d) Binary and decimal numbers

Q.5 The number of pixels displayed on the computer screen is called

- a) color depth b) resolution
- c) refresh rate d) viewing size

Q.6 Which of the following is not an output device?

- a) LCD b) Printer
- c) CRT d) Touch Screen

Q.7 Which file are contents readymade styles that can be used for a word document?

- a) Presentation b) Letters
- c) Magic wands d) Templates

Q.8 Which of the following to justification align the text on both the sides-left and right of margin?

- a) Balanced b) Right
- c) Justify d) None of these

SECTION-B

Note: Objective Completion type questions. Attempt any eight questions out of ten questions. $(8 \times 1 = 8)$

Q.9 Extension of powerpoint file is _____.

Q.10 Text in a column is generally aligned _____ (Left/Right)

Q.11 What is the function of ALU

Q.12 Full form of DOS is _____.

Q.13 Excel workbook is a collection of _____.

Q.14 The term used to define all input and output devices in a computer system is _____ . (Hardware/Software).

Q.15 Write down name of any two computer hardware

Q.16 What is meant by presentation

Q.17 Mention the disadvantage of algorithm.

Q.18 Name one commonly used operating system.

SECTION-C

Note: Short answer type questions. Attempt any six questions out of eight questions. $(6 \times 4 = 24)$

Q.19 Write a short note on CRT.