

- 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. (1x10=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.

No. of Printed Pages : 4  
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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 (8x1=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

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- 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. (8x1=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. (6x4=24)

- Q.19 Write a short note on CRT.