

- Q.25 Write down the steps to save a presentation and to open a presentation.
- Q.26 Discuss the use and application of machine code.

SECTION-D

- Note:** Long answer type questions. Attempt any one question out of two questions. (10x1=10)
- Q.27 How many types of number systems are available for data representation.
- Q.28 Write down various features and applications of MS-Word

No. of Printed Pages : 4
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**First Year / Branch: Advance Diploma in
Tool & Die Making
Subject : Computer Applications-I**

Time : 3 Hrs.

M.M. : 50

SECTION-A

- Note:** Multiple choice questions. All questions are compulsory (8x1=8)
- Q.1 Which would you choose to save a document with a new name?
- a) Press Ctrl+S
 - b) Click File, Save
 - c) Click File, Save as
 - d) None
- Q.2 MS word is an example of
- a) Operating system
 - b) Processing device
 - c) Application software
 - d) Input device
- Q.3 Which of the following is not considered hardware?
- a) Operating system
 - b) CPU
 - c) Keyboard
 - d) Hard disk
- Q.4 Components that provide internal storage to the CPU are_____

- a) Registers b) Program Counters
c) Controllers d) Internal Chips
- Q.5 Which key deletes the character to the left of the cursor?
a) End b) Backspace
c) Home d) Delete
- Q.6 Mouse is
a) Pointing and Drop device
b) Cursor-control device
c) Monitoring device
d) Both a and b
- Q.7 Binary coded decimal (BCD) numbers express each digit is a
a) Bit b) Byte
c) Nibble d) All of these
- Q.8 A feature of MS Office that saves the document automatically after certain interval is called_____
a) Save b) Save as
c) Auto Save d) Backup

SECTION-B

Note:Objective type questions. Attempt any eight questions out of ten questions. (8x1=8)

- Q.9 What is the extension of excel file
Q.10 ROM stands for_____

(2)

202016

- Q.11 Mention the disadvantage of flowchart
Q.12 Give one example of pointing device
Q.13 Full form of BIOS_____
- Q.14 Inserting characters, words and lines in already typed text is called as_____
(Editing/Formatting)
- Q.15 The main circuit board in the system unit is also called the_____(Chipboard/Motherboard)
- Q.16 Define operating system
Q.17 Is printer a part of hardware? (True/False)
Q.18 Write any two DOS commands.

SECTION-C

Note:Short answer type questions. Attempt any six questions out of eight questions. (6x4=24)

- Q.19 Compare the features of Windows 95 and Windows 2000
Q.20 Give differences between high level language and low level language
Q.21 What is presentation and how is it useful for us
Q.22 What is editing. How editing is performed in excel.
Q.23 Give the usage of storage devices in computer system.
Q.24 What is the use of operating system. Mention the characteristics of good operating system.

(3)

202016