

Paper Code: C15-01

Subject: Computer Fundamental & MS Office

Time: 1.30 Hrs.

M .Marks: 70

Section –A(Computer Fundamental)

Q.1. Fill in the blanks:

(1x10)

1. Arranging Data in a Particular Order is known as.....
2. Cache memory is used in a computer system to.....
3.command you will use to display system date
4. If you need to duplicate the entire disk.....command will be used.
5.is the inventor of punch card
6. Menu includes the command "find"
7. The is the "brains" of every microcomputer
8. The first part of a machine language instruction that specifies the operation to be performed is called a(n).....
9. A program that contains nothing but strings of zeros and ones is called a(n).....
10. Full form of ARPANET.....

Q.2. Multiple Choice

(1x10)

1. The name for the way that computers manipulate data into information is called.
a) Programming b) Processing c) Storing d) Organizing
2. Which of the following is an example of an input device
a) Scanner b) Speaker c) Cd d) Printer
3. USB refers to
a) Storage device b) Processor c) Port type d) Serial bus standard
4. What was the name of first computer designed by Charles Babbage?
a) Analytical Engine b) Difference Engine c) colossus d) ENIAC
5. The first counting tool was
a) stepped reckoned b) punch card c) abacus d) aba zada
6. You can use the tab key to
a) move a cursor across the screen b) indent a paragraph c) move the cursor down the screen d) both a and b
7. Which command displays only file and directory names without size, date and time information?
a) Dir/w b) Dir a: c) Dir /b d) Dir /s
8. Which command creates a directory or subdirectory?
a) Dir b) Mkdir c) CD d) Both b and c
9. The communication protocol used by internet is
a) HTTP b) WWW c) TCP/IP d) FTP
10. Internet is governed by
a) I & B b) IETF c) Inter NIC d) None of these

Section –B(MS Word)

Q.1. Fill in the blanks:

(1x10)

1. Files newly created in MS-Office are stored in the until we use File, Save command to store on a disk
2. Space between lines can be changed using ----- facility in Word
3. To take a duplicate of a existing file use ----- facility in Word
4. Saving transfers data from ----- to -----
5. All file opened can be found in ----- menu
6. The file type indicates that this is a word file
7. The view lets you check the outlines and provides an area into which you can enter notes
8. The shortcut for italics is.....
9. A(n) Is a dot or symbol positioned at the beginning of a paragraph.
10. Cntrl + A is used for

Q.2. Multiple Choice

(1x10)

1. Which enables us to send same letter to different persons
 - a) Macros
 - b) Template
 - c) Mail merge
 - d) None
2. Which can be used for quick access to commonly used commands and tools
 - a) Status bar
 - b) Tool bar
 - c) Menu bar
 - d) Title bar
3. Which of the following is not an essential element of the mail merge
 - a) Main document
 - b) Data source
 - c) Merge fields
 - d) Word fields
4. Auto correct was originally designed to replace
 - a) Short repetitive words
 - b) Grammatically incorrect words
 - c) Misspelled words
 - d) None of the above
5. Which of the following are word processing software
 - a) Word perfect
 - b) Word pad
 - c) MS word
 - d) All the above
6. Which file starts MS word
 - a) Winword.exe
 - b) Word.exe
 - c) Msword.exe
 - d) Word2003.exe
7. Ctrl + N is used to
 - a) Save document
 - b) Open document
 - c) New document
 - d) Close document
8. What are inserted as cross reference in Word
 - a) Placeholders
 - b) Bookmarks
 - c) Objects
 - d) Word fields
9. Which of the following is not a section break option
 - a) Next page
 - b) Previous page
 - c) Odd page
 - d) Even page
10. Which of the following is not valid version of MS word
 - a) Office XP
 - b) Office vista
 - c) Office 2007
 - d) None of the above

Section –C(Excel)

Q.1. Fill in the blanks:

(1x10)

1. In Excel ----- automatically creates sum
2. A cell with dark border around it is called ----- cell
3. In Excel, the intersection of row and column is known as -----

4. In MS Excel, Macro is in ----- menu
5. In MS Excel, an individual file is known as -----
6. In Excel ----- function return smallest value in a selected range of cells.
7. Formula in MS Excel begin with ----- sign
8. ----- is a complete collection of data displayed in rows & columns.
9. ----- displays the location of the active cell and the value or formula used in the active cell
10. ----- function will return the largest value in the selected range of cells

Q.2. Multiple Choice

(1x10)

1. How do you display current date only in MS Excel
 a) Date() b) Today() c) Now() d) Time()
2. How do you wrap the text in a cell
 a) Format, cells,font b) Format, cells, protection c) Format, cells, number d) Format, cells, alignment
3. Which is the shortcut key to highlight the entire column
 a) Ctrl + c b) Ctrl + enter c) Ctrl +page up d) Ctrl + space bar
4. In the formula which symbol specifies the fixed columns or rows
 a) \$ b) * c) % d) &
5. Excel displays the current cell address in the
 a) Formula bar b) Status bar c) Name box d) Title bar
6. Which language is used to create macros in Excel
 a) Visual basic b) C c) Visual C++ d) Java
7. Which of the following is not a term of the Ms excel
 a) Cell b) Row c) Column d) Document
8. How many worksheets can a workbook have
 a) 3 b) 8 c) 255 d) None of the above
9. Which would you choose to create a bar diagram
 a) Edit, chart b) Insert, chart c) Tools, chart d) Format, chart
10. Which setting you must modify to print a worksheet using letterhead
 a) Paper b) Margin c) Layout d) Orientation

Section –D(Power point)

Q.1. Fill in the blanks:

(1x5)

1. ----- is a program that helps to create slide presentations quickly
2. Delete slide option is in ----- menu
3. In Power point short cut key is insert new slide is -----
4. is the extension of PowerPoint presentation file.
5. To run a slide show, you can press the key.

Q.2. Multiple Choice

(1x5)

1. Which file format can be added to a PowerPoint show?
 a) .jpg b) .giv c) .wav d) All the above
2. Material consisting of text and numbers is best presented as
 a) Table slide b) Bullet slide c) Title slide d) All the above

3. Which of the following should you use if you want all the slide in the presentation to have the same "look"?
- a) Slide layout option
 - b) Add a slide option
 - c) Outline view
 - d) Presentation design template
4. You can create a new presentation by completing all of the following except
- a) Clicking the new button on toolbar
 - b) Clicking file, new
 - c) Clicking file open
 - d) Pressing cntrl + N
5. To select one hyperlink after another during a slide presentation, what do you press?
- a) Tab
 - b) Cntrl + k
 - c) Cntrl + h
 - d) All the above

SAMPLE PAPER