

2018

Time : 3 hours

Full Marks : 70

Candidates are required to give their answers in
their own words as far as practicable.

The figures in the margin indicate full marks.

Answer **all** questions.

1. Choose correct answer of the following :

2×10 = 20

(a) The set of wires which carry information in
a control manner is called _____

- (i) System bus
- (ii) Public bus
- (iii) Private bus
- (iv) None of these

(b) An expansion card that allows the computer

to output sound through connected speakers
is _____

- (i) Vedio card
- (ii) Network interface card
- (iii) P. C. Card
- (iv) None of these

(c) A collection of logically related records is
called _____

- (i) Data
- (ii) Record
- (iii) Table
- (iv) None of these

(d) Which is not a language of Internet ?

- (i) Perl
- (ii) HTML
- (iii) XML
- (iv) COBOL

(e) Which one of the following is not an
operating system ?

- (i) DOS
- (ii) Linux
- (iii) Windows
- (iv) Oracle

(f) Which of the following section does not exist in a slides layout ?

- (i) Titles
- (ii) Lists
- (iii) Charts
- (iv) Animation

(g) Each excel file is a work book that contains different sheets, which of the followings can not be a sheet in work book ?

- (i) Work Sheet
- (ii) Chart Sheet
- (iii) Module Sheet
- (iv) Date Sheet

(h) MS Powerpoint is a _____

- (i) Presentation Software
- (ii) Presentation Hardware
- (iii) Program related Malware
- (iv) None of these

(i) Objects on the slides that hold text are called :

- (i) Plan holder

- (ii) Object holder
- (iii) Text holder
- (iv) None of these

(j) Pressing of Enter Key indicates the end of a :

- (i) Paragraph
- (ii) Line
- (iii) Page
- (iv) None of these

2. Answer any **four** questions of the following :

5×4 = 20

(a) What do you mean by Dragging and Dropping text ? Write the steps to drag and drop a text.

(b) What are the different componets of DBMS ?

(c) How can you insert a picture in MS Word document ?

(d) What is the order of operations used when evalulating formulas in excel ?

(e) How are slides inserted and deleted in powerpoint ?

3. Answer any **three** questions of the following :

10×3 = 30

- (a) (i) Discuss different types of programming language.
- (ii) What are assemblers, compiler and interpreters ?
- (b) (i) List the various services provided by the internet.
- (ii) Distinguish between internet and WWW.
- (c) (i) How do you format cells in excel ?
- (ii) Discuss important usages of MS-Excel.
- (d) Write short note on the following :
- (i) Chatting
- (ii) E-mail
- (iii) Motherboard

