

**GG(II) — Com (AEC)  
Comp. & IT Skill**

**2020(New)**

Time : 3 hours

Full Marks : 50

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

*The figures in the margin indicate full marks.*

*Answer from all the Groups as directed.*

**Group – A**

State whether true or false :  $1\frac{1}{2} \times 10 = 15$

- ✓1. Mouse is a pointing device.
- ✓2. Scanner is an output device.
- ✓3. SMPS stands for Switched Mode Power Supply.
- ✓4. RAM is non-volatile.
- ✓5. Ctrl+C is the shortcut key of Cut Command.

TJ – 133/1

(Turn over)

- ✓6. WAN stand for world Area network
- ✓7. Secondary memory is faster than Primary memory.
- ✓8. Excel contains cell, row and columns.
- ✓9. Processor is the brain of Computer.
10. Mail Merge is a key feature of MS-Excel.

**Group – B**

Answer any **three** questions :  $5 \times 3 = 15$

1. What is Windows Operating System ?
- ✓2. Differentiate between Hardware and Softwar.
3. What is MS-Excel ? Write its importance.
4. What is MS-Power Points ? Write its importance.
- ✓5. What is Printer ? Write its types with specifications.
- ✓6. What is E-mail ?

TJ – 133/1

(2)

Contd.

**Group – C**

Answer any two questions :  $10 \times 2 = 20$

- ✓1. What is Computer ? Write its importance in modern era.
- ✓2. What is Computer memory ? Differentiate between Primary and Secondary memory.
3. What do you mean by Network Topologies ?  
Writes its type and key features.
4. What is Data Processing ? Write the use and importance of MS-word in data processing.



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