

Q.1 Fill in the blanks:

- 1) _____ facility in MS WORD 2007 can be used to send a letter to a number of recipients or to create Labels using database.
- 2) The file extension of MS Excel 2007 workbook is _____.
- 3) To uniquely identify a record in a table, _____ is used in MS ACCESS.
- 4) There are _____ number of Rows and _____ number of columns in MS Excel 2007.
- 5) _____ is a set of instructions that tells the computer step by step how to perform a particular task.

Q. 2 True/False:

- 1) The key combination, Ctrl+V is used to copy selected text or graphics to the clipboard.
- 2) Set print Area option of MS Excel 2007 is in Page Layout Tab.
- 3) ALU performs both arithmetic and logical operations.
- 4) The intersection of a row and a column in a worksheet is called a Cell.
- 5) Memo field in MS ACCESS can contain maximum length of 255 characters.

Q. 3 Multiple choice Single correct answer:

- 1) You want to set such that when you type Mercury and drag the fill handle, Excel should produce Venus, Mars and so on. What will you set to do that?
 - a) Fill Series
 - b) Auto Fill Options
 - c) Fill Across Worksheet
 - d) Custom List
- 2) _____ object in MS ACCESS is used to input data from the user and save it in the Table object.
 - a) Primary key
 - b) Report
 - c) Form
 - d) Database

1. Fill in the Blanks :

1. _____ in decimal is 111001101 in binary
2. CMOS stands for _____.
3. The word template files extension is _____
4. 134 in decimal is _____ in Binary
5. ANSI stands for _____

2. State whether True or False:

1. Alt + R activate review option in ms word.
2. XFFD is the last column name of your microsoft Excel 2007.
3. =date is the function to get current system date in Excel.
4. Alt + M+E will create mailing envelopes in microsoft word 2007
5. 10011 is 25 in Decimal format

3. Multiple choice questions (One):

1. Find the odd man out
 - a. fdd
 - b. HDD
 - c. memory
 - d. Alu
2. The database file in ms access 2007 has extension _____
 - a. . accdb
 - b. . db
 - c. . mdb
 - d. . mdx
3. POP3 stands for _____
 - a. post office protocol 3
 - b. plaster of paris 3
 - c. Point Of protocol 3
 - d. none
4. To conditional sum _____ function is used in excel
 - a. =sumif(range, creteria)
 - b. =sum
 - c. sumt()
 - d. =if sum(al..a5)
5. _____ is computer aided manufacturing.
 - a. CAD
 - b. CAM
 - c. CMOS
 - d. CDAC

Q 4. Multiple choice questions (Two):(Any 2)

1. Following options are available in mailings menu
 - a. envelopes
 - b. labels
 - c. Margin
 - d. size
2. following are the messenger softwares ____
 - a. AOL
 - b. Msn
 - c. cute ftp
 - d. filezilla

Fill in the blanks:

- 1) In a database, the columns are called _____.
- 2) _____ are any facts, numbers or text that can be processed by a computer.
- 3) In MS-Access, Field that is the unique identifier for a table is known as _____.
- 4) _____ is the default orientation of a document in Microsoft Word.
- 5) In Excel 2007, the mathematical expressions are referred to as _____.

True or False:

- 1) - The input unit maintains order within the computer system and directs the flow of traffic and data.
- 2) The shortcut key for Spelling and Grammar check in MS-Word is F5.
- 3) Access 2007 provides three types of relationship that can be established among table.
- 4) To quickly fill in several types of data series, you can select cells and drag the fill handle.
- 5) SMTP stands for Single Mail Transfer Protocol.

3. Multiple choice Single correct answer:

- 1) _____ is used to change selected text into uppercase in MS-Word.
 - a. Format Case
 - b. Fill Case
 - c. Select Case
 - d. Change Case
- 2) In Excel 2007, each worksheet contains _____ number of rows.
 - a. 1047586
 - b. 1048576
 - c. 1045678
 - d. 1048567
- 3) If you add a recipient's name in the _____ box in an email message, the copy of the message is sent to the recipient but his name is not visible to the other recipients of the mail.
 - a. Cc
 - b. Bc
 - c. BCc
 - d. OCc

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3. For emails following protocols are used.
- | | |
|---------|---------|
| a. Pop3 | b. imap |
| c. tcp | d. ftp |

Q 5. Multiple choice questions (Three):(Any 1)

1. Following are classified as financial functions in Excel
- | | |
|--------|----------|
| a. IRR | b. Fv |
| c. Pv | d. DAA . |
2. Which of the following logical functions in Excel
- | | |
|-------|--------|
| a. if | b. not |
| c. or | d. Dad |

Q 6. Answer in Brief: (Any 1)

1. Use of computer in human life
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Q1. Fill in the blanks

1. _____ is full form of ROMBIOS
2. _____ is the 3rd Tab on Microsoft word
3. Convert binary 1110011 to decimal _____
4. Convert 365 which is in decimal to binary _____
5. In binary 11011×11 will result _____

Q2. State true or False

1. 10111011 is 825 in decimal
2. 8bit means one nibble
3. Unix is a word processing programme
4. The template file has docx as a file extension
5. Ram is permanent memory

Q3. Multiple Choice Question (1 correct option)

1. The conversion of $(35)_{10}$ in binary is _____
a) 100011 b) 110001 c) 101000 d) 101011 e) none
- 2) 2^{10} 's Value Can be represented in binary as
a) 10000000000 b) 00000000001 c) 10000000001 d) 1100010000 e) none
- 3) 10010111 is _____ value in Decimal number system
a) 151 b) 152 c) 150 d) 300 e) none
- 4) A 4 bit data chunk is known as _____
a) bit b) byte c) Kb d) nibble e) none
- 5) 650 in binary will be _____
a) 101001010111 b) 101010010101 c) 10010111111 d) 10010111111 e) 1010001010

Q4) Multiple Choice Question (2 correct option)

[5]

1. To Carry Address and Data _____ and _____ buses are used in microprocessor
a) Address Bus b) Data Bus c) Control Bus d) EXPO Travels bus e) none
2. Page layout menu tab of Microsoft word contains following 2 valid options
a) Mail merge b) breaks c) Line numbers d) new comment e) none
3. In binary 1001001 will be _____ in decimal and 11001 will be _____
a) 73 b) 74 c) 82 d) 65 e) none f) 25

4. Decimal value of 225 ,555 in binary is _____

a)11100001 b)100111 c)10000111 d) 1000101011

5. 88 and 99 in binary will be _____ and _____

a) 1011000 b) 1100011 c)10111 d)000011000 e)none

Q5) Write short note (any 1)

1. Use of computer in human life
2. What are functions of operating system
3. Why operating system is needed in computer

- 4) _____ is a set of rules to be followed by two computers which want to communicate or for data transfer.
- a. URL
 - b. POP3
 - c. Protocol
 - d. DNS
- 5) The maximum number of characters in a Text Data Type in MS-Access is _____.
- a. 256
 - b. 254
 - c. 255
 - d. 250

Q4. Multiple choice Two correct answer:

- 1) _____ and _____ are examples of application software.
- a. MySQL
 - b. Microsoft Word
 - c. Linux
 - d. Microsoft Windows
 - e. Unix
- 2) Data Types in Access are _____ and _____
- a. Memo
 - b. String
 - c. True/False
 - d. Hyperlink
 - e. Integer

Q5. Multiple choice THREE correct answers:

- 1) _____, _____ and _____ are the objects contained in an Access database.
- a. Images
 - b. Font
 - c. Macros
 - d. Hyperlinks
 - e. Query
- 2) _____, _____ and _____ are some common Web Browsers.
- a. Google Chrome
 - b. Mozilla Safari
 - c. Opera
 - d. AOL Explorer
 - e. Microsoft Firefox

