

This Question Paper consists of 7 questions and 4 printed pages.

Roll No.

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Code No. **67/ACV/A**

Set

**A**

**COMPUTER AND OFFICE APPLICATIONS  
(631)**

Day and Date of Examination .....

Signature of Invigilators 1. ....

2. ....

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**General Instructions :**

1. Candidate must write his/her Roll Number on the first page of the Question Paper.
2. Please check the Question Paper to verify that the total pages and total number of questions contained in the Question Paper are the same as those printed on the top of the first page. Also check to see that the questions are in sequential order.
3. For the objective type questions, you have to choose any one of the four alternatives given in the question, i.e., (A), (B), (C) or (D) and indicate your correct answer in the Answer-Book given to you.
4. Making any identification mark in the Answer-Book or writing Roll Number anywhere other than the specified places will lead to disqualification of the candidate.
5. Answers for all questions, including Matching, True or False, Fill in the blanks, etc., are to be given in the Answer-Book only.
6. Write your Question Paper Code No. 67/ACV/A, Set **A** on the Answer-Book.



# COMPUTER AND OFFICE APPLICATIONS

(631)

Time : 2 Hours ]

[ Maximum Marks : 40

**Note :** *All questions are **compulsory** and carry marks as indicated against each question.*

- (1) Answers of all questions are to be given in the Answer-Book given to you.  
(2) 15 minute time has been allotted to read this question paper. The question paper will be distributed at 2:15 p.m. From 2:15 p.m. to 2:30 p.m., the students will read the question paper only and will not write any answer on the Answer-Book during this period.

1. Fill in the blanks :

$\frac{1}{2} \times 12 = 6$

- (a) The role of a compiler is to convert program code written in high-level language such as C++ or Java, into \_\_\_\_ code that a computer can execute.
- (b) \_\_\_\_ disks are examples of secondary storage and are made up of rigid material and are usually a stack of metal disks sealed in a box.
- (c) Application software such as word processing software or spreadsheet software is designed to perform a specific \_\_\_\_ for the user.
- (d) A \_\_\_\_ is text that is added to the top margin of every page.
- (e) A small image of each slide is displayed on \_\_\_\_ view.
- (f) The worksheet is a grid of columns and \_\_\_\_.
- (g) Access stores data in \_\_\_\_ which look more like the cells of a spreadsheet with columns and rows.
- (h) A computer \_\_\_\_ is interconnection of various computer systems located at different places.
- (i) A \_\_\_\_ is a way to identify and locate computers connected to the Internet.
- (j) The \_\_\_\_ is the physical path by which a message travels from sender to receiver.



- (k) A \_\_\_\_\_ is a device that modulates an analog carrier signal to encode the digital information and also demodulates such a carrier signal to decode the transmitted information.
- (l) A \_\_\_\_\_ service is a type of Internet hosting service that provides online systems for storing all types of information accessible via web.

**2. State True or False :**

$\frac{1}{2} \times 12 = 6$

- (a) Compact disk is a portable disk having data storage capacity between 650 MB–700 MB.
- (b) Machine languages are user-friendly languages and are easier to learn and write programs.
- (c) An operating system is not necessary for a computer to function.
- (d) Mail merge is an important feature of MS Word which is used to produce letters, mailing labels, envelopes and send it to different people.
- (e) Notes can be seen on your presentation.
- (f) By default a workbook opens with three worksheets but it can contain maximum up to 255 worksheets.
- (g) Query actually means the question you asked from the database to get the desired result.
- (h) One of the design tips is to use simple transitions as many different transactions will distract your audience from the subject of the presentation.
- (i) The term Wide Area Network (WAN) usually refers to a network which covers a large geographical area.
- (j) FTP stands for Field Tool Protection which is used in sports fields.
- (k) A telecommunication utility software used for remote computing is called Telnet.
- (l) The full form of VSAT is Very Small Aperture Terminal which is used in satellite data communication.



- 3.** Define the following briefly : 1×4=4
- (a) Control panel
  - (b) E-mail
  - (c) Cell
  - (d) Dedicated web hosting
- 4.** Write short notes on any *three* of the following : 2×3=6
- (a) Monitor
  - (b) Voice messaging
  - (c) Mail merge
  - (d) Outline text in PowerPoint
  - (e) Website
- 5.** Differentiate between the following : 1+1=2
- (a) Presentation software and Multimedia software
  - (b) Moving text and Copying text
- 6.** Answer the following questions : 2×5=10
- (a) Explain the use of Gateway.
  - (b) Write about the benefits of the Network.
  - (c) Write the steps to add a table to the word document.
  - (d) Write any *four* principles of web designing.
  - (e) (i) If  $A1 = 15$ ,  $B1 = 2$ ,  $C1 = 9$  and  $D1 = 3$ , then evaluate the expression  $(A1 \wedge B1) + (C1 * D1)$ .  
(ii) If  $M1 = 40$ ,  $N1 = 5$ ,  $O1 = 7$  and  $P1 = 2$ , then find the value of the expression  $(M1 / N1) + (O1 \wedge P1)$ .
- 7.** Answer the following questions in detail : 3+3=6
- (a) Write the basic steps of FTP session.
  - (b) Write the various sections of a report in MS Access.

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