SI. No. :

Register Number

HC2CA/16

2016

COMPUTER APPLICATIONS
(Diploma Standard)

Time Allowed : $1\frac{1}{2}$ Hours]   **[Maximum Marks : 100**

Read the following instructions carefully before you begin to answer the questions.

IMPORTANT INSTRUCTIONS

1. This Booklet has a cover (this page) which should not be opened till the invigilator gives signal to open it at the commencement of the examination. As soon as the signal is received you should tear the right side of the booklet cover carefully to open the booklet. Then proceed to answer the questions.

2. This Question Booklet contains **100** questions. Prior to attempting to answer the candidates are requested to check whether all the questions are there in series without any omission and ensure there are no blank pages in the question booklet. In case any defect in the Question Paper is noticed it shall be reported to the Invigilator within first 10 minutes.

3. Answer all questions. All questions carry equal marks.

4. You must write your Register Number in the space provided on the top right side of this page. Do not write anything else on the Question Booklet.

5. An Answer Sheet will be supplied to you separately by the Invigilator to mark the answers.

6. You will also encode your Register Number, Subject Code, Question Booklet SI. No. etc. with <u>Blue or Black Ball point pen</u> in the space provided on the side 2 of the Answer Sheet. If you do not encode properly or fail to encode the above information, action will be taken as per commission's notification.

7. Each question comprises *four* responses (A), (B), (C) and (D). You are to select ONLY ONE correct response and mark in your Answer Sheet. In case, you feel that there are more than one correct response, mark the response which you consider the best. In any case, choose ONLY ONE response for each question. Your total marks will depend on the number of correct responses marked by you in the Answer Sheet.

8. In the Answer Sheet there are **four** circles Ⓐ, Ⓑ, Ⓒ and Ⓓ against each question. To answer the questions you are to mark with Blue or Black ink Ball point pen ONLY ONE circle of your choice for each question. Select one response for each question in the Question Booklet and mark in the Answer Sheet. If you mark more than one answer for one question, the answer will be treated as wrong. *e.g.* If for any item,Ⓑ is the correct answer, you have to mark as follows :

Ⓐ ● Ⓒ Ⓓ

9. You should not remove or tear off any sheet from this Question Booklet. You are not allowed to take this Question Booklet and the Answer Sheet out of the Examination Hall during the examination. <u>After the examination is concluded, you must hand over your Answer Sheet to the Invigilator. You are allowed to take the Question Booklet with you only after the Examination is over.</u>

10. The sheet before the last page of the Question Booklet can be used for Rough Work.

11. Failure to comply with any of the above instructions will render you liable to such action or penalty as the Commission may decide at their discretion.

12. Do not tick-mark or mark the answers in the Question booklet.

[Turn over

1. Which one is signed – 2's complement of (–20)?

   (A)   0 001 0100

   (B)   1 110 1011

   (C)   1 001 0100

   (D)   1 110 1100

2. How many parts are in the floating-point number representation?

   (A)   4

   (B)   3

   (C)   1

   (D)   2

3. ——————— is a widely used alphanumeric code.

   (A)   BCD

   (B)   ASCII

   (C)   Hexadecimal

   (D)   Octal

4. Which of the language can the computer understand?

   (A)   Transaction language

   (B)   Machine language

   (C)   Control language

   (D)   High-level language

5. Which of the following is used for storing large amount of data?

   (A)   Floppy Disk

   (B)   CR – R/W

   (C)   Tape Drive

   (D)   Hard Disk

6. Give one example of control character in the printer

   (A) ZF   (B) FF

   (C) AF   (D) DF

7. Which keyboard does not need any physical cable?

   (A) Wired   (B) Wireless

   (C) Network   (D) Adhoc

8. How does the inkjet printer work?

   (A) By striking appropriate pins against the paper

   (B) By spraying tiny dots of ink onto the paper

   (C) By spraying the powder onto the paper

   (D) By applying heat onto the paper

9. Identify the following for impact printer type

   (A) Laser printer   (B) Inkjet printer

   (C) Chain printer   (D) Thermal printer

10. Operating System is a

    (A) System software

    (B) Application software

    (C) Presentation software

    (D) Database software

11. Which of the following has many useful tools in windows OS?

   (A) Accessories   (B) Paint

   (C) Word   (D) Excel

12. Date and Time are displayed on

   (A) Task bar   (B) Status bar

   (C) Menu bar   (D) Title bar

13. Which accessories tool is used to draw pictures in windows operating system?

   (A) Calculator   (B) Wordpad

   (C) Paint brush   (D) Notepad

14. To properly quit windows

   (A) Click on start button and select the restart option

   (B) Click on start button and select the exit option

   (C) Click on start button and select the shutdown option

   (D) Click on start button and select the close option

15. Which of the following is not the essential component to perform a mail merge operation?

   (A) Main document

   (B) Data source

   (C) Merge fields

   (D) Word fields

HC2CA/16
[Turn over

16. Which of the following option in the file pull down menu is used to close a MS-Word document?

(A) Quit

(B) ~~Close~~

(C) Exit

(D) New

17. Copying text to the new place and removing it from its original place is called

(A) Copying text

(B) Selecting text

(C) ~~Moving text~~

(D) Deleting text

18. Content box and folder box are present in the ———— part of the explorer window.

(A) Title bar

(B) Menu bar

(C) Status bar

(D) ~~Indicator bar~~

19. Which application in MS-Office is used to create attractive and meaningful text documents?

(A) Microsoft Access

(B) Microsoft Excel

(C) ~~Microsoft Word~~

(D) Microsoft PowerPoint

20. The intersection of a row and a column is called

(A) ~~Cell~~

(B) Shell

(C) Sheet

(D) Table

21. Match the following :

(a) Select the current column   1. Ctrl + 1

(b) Select the current row   2. Ctrl + A

(c) Select all cells on the current work sheet   3. Ctrl + space bar

(d) Format cells dialog box   4. Shift + space bar

	(a)	(b)	(c)	(d)
(A)	2	3	4	1
(B)	4	1	2	3
(C)	3	4	2	1
(D)	1	3	4	2

22. Portrait and landscape are

(A) Page layout   (B) Page margins

(C) Page orientation   (D) Paper size

23. The text that appear at the bottom of every page of a document is

(A) Header   (B) Footer

(C) Template   (D) Word Art

24. Which keyboard shortcut open the goto dialog box?

(A) Ctrl + D   (B) Ctrl + G

(C) F12   (D) Ctrl + Home

25. In Power point presentation the entry effect as one slide replaces another in a show is called

(A) Animation

(B) Slide transition

(C) Custom animation

(D) Preset animation

26. The view that display the slide on a presentation as miniature representations of the slide is called

(A) Slide sorter view　　　　　　(B) Notes page view

(C) Out line view　　　　　　(D) Slide show

27. Object on the slide that hold text are called

(A) Place holders　　　　　　(B) Object holders

(C) Text holders　　　　　　(D) Auto hold

28. Which of the following should be used when you want to add a slide to an existing presentation?

(A) File, add a new slide

(B) Insert, new slide

(C) File, open

(D) File, new

29. Special effects used to introduce slides in a presentation are called

(A) Effects　　　　　　(B) Custom animations

(B) Transitions　　　　　　(D) Preset animations

30. Which of the following is used to design the Layout of the table in MS-Access?

    (A) Data sheet view   (B) Design view

    (C) Print preview   (D) Normal view

31. ————————— uniquely identifies each record in MS-Access table.

    (A) Domain   (B) Queries

    (C) Primary Key   (D) Forms

32. Systematic way of retrieving information from a database is done using

    (A) Queries   (B) Data

    (C) Object   (D) Forms

33. The term SQL stands for

    (A) Sequential Query Language

    (B) System Query Language

    (C) Status Query Language

    (D) Structured Query Language

34. Which data type in MS-Access guaranteed unique number, when a new record is inserted into the table?

    (A) Currency

    (B) Date & Time

    (C) Auto Number

    (D) OLE Object

35. ———————— consists of world wide collection of documents.

   (A)   MS Office   (B)   Data mining

   (C)   Data warehouse   (D)   Web

36. Which of the following is not the type of network?

   (A)   WAN   (B)   MAN

   (C)   LAN   (D)   RAN

37. ———————— is used for searching the Web.

   (A)   Scan engine   (B)   Find engine

   (C)   Discover engine   (D)   Search engine

38. The Data communication system within a single building or campus upto a few kilometers in size is

   (A)   WAN   (B)   MAN

   (C)   PAN   (D)   LAN

39. The coloured underlined string in webpage denotes

   (A)   Spell check

   (B)   Error check

   (C)   Grammar check

   (D)   Link to other pages

40. ———————— slot is used to insert NIC.

(A) AGP

(B) IDE

(B) PCI

(D) CPU

41. DIN connector has ——————— pins.

(A) 4

(B) 5

(C) 24

(D) 12

42. The full form of VIRUS is

(A) Various Information Resource Under System

(B) VIVA Rules System

(C) Very Important Report Under Secret

(D) Vital Information Resources Under Seize

43. Which of the following one software is not a Anti Virus?

(A) Fire wall

(B) Quick Heal

(C) Norton

(D) Dr. Solomon

44. A virus is the malicious piece of software code that

(A) Targets to attack the processor

(B) Attacks the hardware components and make them fail

(C) Replicates itself and infects other systems by spreading itself from one computer to other computer

(D) Attacks mother board

HC2CA/16
[Turn over

45. Scanner Device Driver is a

    (A)   H/W   (B)   S/W

    (C)   I/P   (D)   O/P

46. Which of the following devices is an External Devices?

    (A)   Mother board

    (B)   SMPS

    (C)   ROM

    (D)   Eye vision scanner

47. The scanned files have stored in which of the following extension?

    (A)   .ppt   (B)   .jpg

    (C)   .excel   (D)   .image

48. A bar code scanner emits

    (A)   Sound   (B)   Light

    (C)   Text   (D)   Image

49. Which of the following is not a Bio-Metric Device?

    (A)   Iris Scanner   (B)   Thumb Scanner

    (C)   Digital Camera   (D)   Voice recognizer

50. Which one is called maxi computer?

(A) super computer
(B) micro computer
(C) mainframe computer
(D) mini computer

51. The program and data are entered into the computer through

(A) Output Unit
(B) ALU
(C) Input Unit
(D) Control Unit

52. Which is used for fetching and analysing each instruction in the program and issues the relevant control signals to all other units?

(A) Input Unit
(B) Memory Unit
(C) Output Unit
(D) Control Unit

53. The ALU and control unit are together known as

(A) Control Unit
(B) Execution
(C) Memory Unit
(D) Processor

54. In which form the data are stored inside the computer?

(A) Octal
(B) Decimal
(C) Binary
(D) Hexadecimal

55. Complementing of each bit of the given number is called

(A) 9's complement
(B) 2's complement
(C) 10's complement
(D) 1's complement

56. Speed of the floppy disk drive is measured by

(A) CPS

(B) LPS

(C) RPM

(D) PPM

57. Which is called instruction address counter in the control unit?

(A) Count register

(B) Program counter

(C) Instruction register

(D) Accumulator

58. Which one is called Secondary Storage?

(A) Main memory

(B) Auxiliary memory

(C) Primary memory

(D) Cache memory

59. Which of the following mouse has no ball or rollers?

(A) Mechanical

(B) Optical

(C) Opto mechanical

(D) Serial

60. VDU stands for

(A) Visual Delay Unit

(B) Vector Display Unit

(C) Visual Display Unit

(D) Vector Delay Unit

61. To display the entire contents of a directory in MS-DOS, which command is used

   (A) TYPE command

   (B) MD command

   (C) PATH command

   (D) DIR command

62. In MS-DOS, the primary hard disk drive has the drive letter

   (A) A   (B) B

   (C) C   (D) D

63. Linux is an ——————— operating system.

   (A) Microsoft   (B) Windows

   (C) Mac   (D) Open-source

64. Microsoft windows is

   (A) An operating system

   (B) Graphic program

   (C) Word processing application

   (D) Database program

65. ——————— are containers that have many files and subfolders under them.

   (A) Files   (B) Folders

   (C) Program   (D) Version

HC2CA/16
[Turn over

66. Which of the following is not the type of page margin in MS-Word?

(A) Left

(B) Right

(C) Center

(D) Top

67. —————— keep a paragraph together if only one line overflows to the top or is left at the bottom of a page.

(A) Window/orphan control

(B) Keep with Next

(C) Suppress line number

(D) Don't Hyphenate

68. Which button in standard toolbar is used to restore the text to its original form by removing all the changes?

(A) Redo button

(B) Undo button

(C) Save button

(D) Copy button

69. Page formatting items such as headers, footers and background colours does not appear in —————— document view.

(A) Web layout view

(B) Normal view

(C) Page layout view

(D) Print preview

70. The readymade formats for creating letters in MS-Word is called

(A) Word Art

(B) Clip Art

(C) Auto correct

(D) Templates

71. To goto the beginning of the worksheet, press

   (A) Home

   (B) Ctrl + Home

   (C) Alt + Home

   (D) F10

72. MS Excel files have which of the following extension?

   (A) .ppt   (B) .doc

   (C) .xls   (D) .excel

73. Which of the following methods cannot be used to edit the content of cell?

   (A) Pressing the Alt key

   (B) Clicking the formula bar

   (C) Pressing F2

   (D) Double clicking the cell

74. To insert three columns between column D and E you would

   (A) Select column D

   (B) Select column E

   (C) Select columns E, F and G

   (D) Select columns D, E

75. Which of the following is not a valid zoom percentage in Excel?

(A) 500   (B) 400

(C) 300   (D) 200

76. Which of the following fill effects cannot be used for the slide background?

(A) Gradient   (B) Texture

(C) Picture   (D) Transition

77. MS PowerPoint files have which of the following extension?

(A) .ppx   (B) .pptx

(C) .Power point   (D) .pp

78. Which key on the keyboard can be used to view slide show?

(A) F1   (B) F2

(C) F5   (D) F10

79. To add a header or footer to your handout, you can use

(A) Title master

(B) Slide master

(C) Hand out master

(D) Place holder

80. In order to edit a chart, you can

   (A) Click the chart object

   ~~(B)~~ Double click the chart object

   (C) Triple click the chart object

   (D) Click and drag the chart object

81. Each row in MS-Access table represents

   ~~(A)~~ Record   (B) Field

   (C) Database   (D) Table

82. The individual elements like labels, text boxes etc which are added to the MS-Access form is called

   (A) Buttons   (B) Memo

   ~~(C)~~ Controls   (D) Text

83. Which of the following is not the type of action query?

   (A) Delete   (B) Append

   ~~(C)~~ Cross tab   (D) Update

84. A primary key in any table has ————————— properties.

   ~~(A)~~ Not Null & No duplicate

   (B) Null & Duplicate

   (C) Null & Non-Redundant

   (D) Not Null & Redundant

85. Which of the following is not the object of Database?

    (A) Table   (B) Reports

    (C) Forms   (D) Projects

86. Received E-mail is stored in the

    (A) Output box   (B) Inbox

    (C) Text box   (D) Tool box

87. Identify the web browser

    (A) MS Office   (B) Windows XP

    (C) Internet Explorer   (D) Oracle

88. ———————— is a combination of hardware and software that sends data from one location to another.

    (A) A hardware   (B) A software

    (C) A network   (D) System software

89. The device which is used to convert digital to analog and viceversa is

    (A) Switch   (B) Modem

    (C) Router   (D) Hub

90. The first page of any website is called

    (A) Front page   (B) Previous page

    (C) Back page   (D) Home page

91. The problem of vertical black line running down to the entire length of the printed paper is the symptom of

(A) Loose toner

(B) Improper selection of paper for the print device

(C) The photoreceptor drum in a laser printer wears

(D) The laser printer toner catridge is nearly empty

92. Modem is connected to the computer through ———————— Interface port.

(A) Advanced graphics port

(B) Network Interface card

(C) Universal Serial bus

(D) Small computer system interface

93. The popular standard used for serial communication in PC is

(A) ISA   (B) ATA

(C) RS232   (D) PCI

94. LPT port is also called

(A) Parallel port   (B) SVGA

(C) USB   (D) Serial port

95. Which of the following function cannot be carried out using multi function printer?

(A) Fax   (B) Scanner

(C) Take photo   (D) Photo copier

96. Software installation files have which of the following extension?

(A) .dll

(B) .doc

(C) .exe

(D) .XML

97. An example of a non-impact printer is

(A) Laser Printer

(B) Dot matrix printer

(C) Daisy Wheel Printer

(D) Drum printer

98. The control character LF is used to

(A) Skip one line on the paper

(B) Skip one page

(C) Last Form

(D) Load Form

99. Which printers can print to multi-page forms? (i.e. carbon copies)

(A) Ink-Jet printer

(B) Laser Printer

(C) LED printer

(D) Dot Matrix printer

100. Printer is not a ——————— device.

(A) Output

(B) Input

(C) External

(D) Pheripheral