

This Question Paper consists of 5 questions and 7 printed pages.

Roll No.

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Code No. **64/ACV/O**

Set -

A

COMPUTER AND OFFICE APPLICATIONS
(631)

Day and Date of Examination _____

Signature of Invigilators

1. _____

2. _____

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 of 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. **64/ACV/O**, Set **A** on the answer-book.

COMPUTER AND OFFICE APPLICATIONS

(631)

Time allowed : 2 Hours]

[Maximum Marks : 40

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

1. Fill in the blanks :

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

- (a) _____ is used for entering data and programs into the computer system by the set for processing.
- (b) Bar-code readers are _____ that read the bar-codes printed on product containers.
- (c) Users interact with a computer operating system through _____.
- (d) _____ bridging builds tables of addresses as they receive packets.
- (e) The term _____ usually refers to a network which uses communication circuits to connect the intermediate nodes.
- (f) A _____ is a set of rules that governs data communication.
- (g) An internet utility software which is used to upload and download files is known as _____.

- (h) _____ is a family of technologies that provides digital data transmission over the wires of a local network.
- (i) A _____ is a collection of documents written in HTML code for an individual, business house or any organization.
- (j) The one that is situated at the bottom of the screen and contains status of the document is called as _____.
- (k) Using the _____ toolbar is the easiest way to change many attributes of text.
- (l) _____ is an organized collection of records.

2. State *True* or *False* :

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

- (a) Virus clogs the memory of the system by making copies of itself.
- (b) Access 2007 displays the result of a query in the form of a new query.
- (c) An interpreter does not translate high-level instructions into an immediate form.
- (d) A system software performs a specific task for the user such as word processing, budgeting, etc.

- (e) The terrestrial microwaves use microwave radio signals as their telecommunication medium which are not deflected by the Earth's atmosphere.
- (f) Modems convert analog data transmitted over phone lines into digital data.
- (g) Internal modems are the ones that connect to the Public Switched Telephone Network.
- (h) The features used in the website need not be compatible with all the browsers.
- (i) A domain name is the address on the Internet.
- (j) Leased connection lines can be expensive to install as well as to rent also.
- (k) A query can be designed to extract data from one or more database tables.
- (l) Merging the data into the main document is the last step of the Mail Merge Wizard.

3. Define the following :

1×6=6

- (a) Open Source Software
- (b) Assembly Level Language
- (c) Bridge
- (d) Local Area Network
- (e) Website
- (f) Mail Merge

4. Answer the following :

2×8=16

- (a) Write the names of types of networks and give one example where these networks are available.
- (b) Write a short note on cable modem connection.
- (c) Write two advantages and two disadvantages each of VSAT.
- (d) Explain any four basic components of a website.

(e) What do you understand by the term domain name ? Why should a domain be registered ?

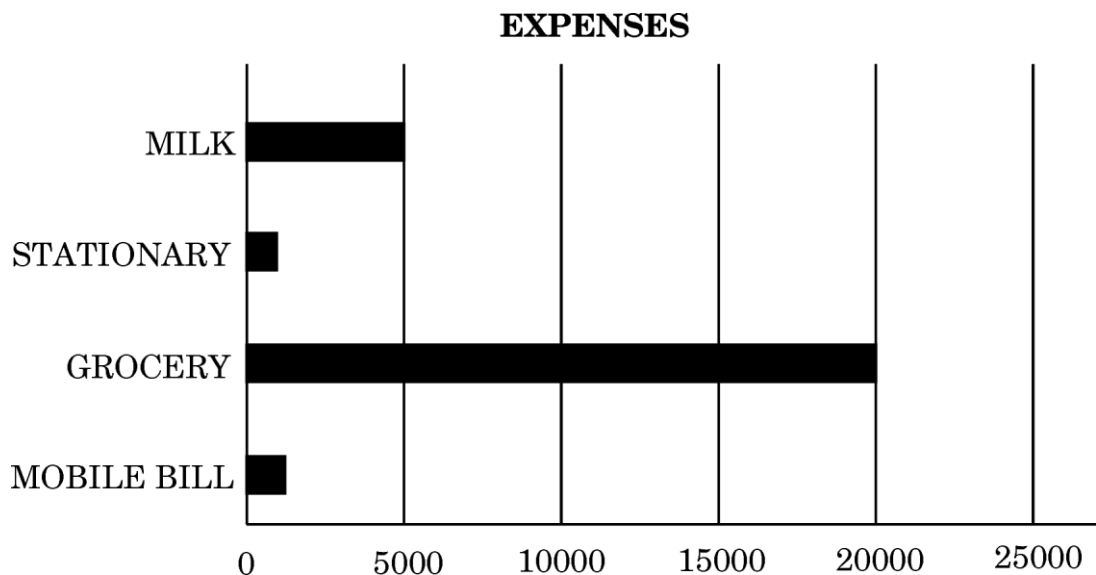
(f) What are the steps to create a new bulleted list ?

(g) Briefly explain the steps for creating a report using report wizard.

(h) (i) What do you understand by the term charts ? 1

(ii) Identify the chart as displayed in the figure and write its name. $\frac{1}{2}$

(iii) What is the total expense incurred for MILK ? $\frac{1}{2}$



5. Answer the following questions in detail.

3×2=6

- (a) What is the concept of networking ? Briefly discuss the properties and benefits of network.
- (b) Explain in brief any three different types of Internet connections.