This Question Paper consists of **5** questions and **4** printed pages.

**Roll No.** | | | | | | | | | | | | |  **Code No.** **64/VOC/O**

**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 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/VOC/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) The _____ is used for storing data and instructions before and after processing.

(b) The task of performing operations like arithmetic and logical operations is called _____ .

(c) _____ is used as an input device that utilizes a light sensitive detector to select objects on a display screen.

(d) _____ is widely used for cable television systems, office buildings, and other work sites for Local Area Networks.

(e) _____ are commonly used in local telephone communication and for short distance digital data communication.

(f) _____ modems designed for portable computers are the size of a credit card.

(g) _____ is a paperless method of sending messages, notes or letters from one person to another or even many people at the same time via Internet.

(h) A _____ is displayed in the left corner of each page of your website.

(i) Features that are used in _____ are compatible to all browsers.

(j) The black vertical blinking line is called the cursor and the place where it is blinking is called _____ .

(k) _____ is a file that contains the names and addresses or any other information.

(l) A _____ can be designed to extract data from one or more database tables.

**2.** State *True* or *False* : $\frac{1}{2} \times 12 = 6$

(a) By using the Control Panel's tools one can customize the way Windows looks and works.

(b) A virus is a program which has been written to not interfere with the normal functioning of the computer.

(c) RAM is a volatile memory that does not have a limited storage capacity.

(d) The video and audio communications between all sites are two-way.

(e) Video conferencing is the use of voice communication equipment to establish an audio link between geographically dispersed persons.

(f) The term teleconferencing refers to electronic meeting that involves people who are at physically different sites.

(g) Leased connection is not a permanent telephone connection between two points set up by a telecommunications common carrier.

(h) DSL will easily interface with ATM and WAN technology.

(i) One of the basic steps in planning a website is the bandwidth.

(j) Pie charts are used to show comparison between individual items.

(k) Charts can be placed in the same worksheet as the data or they can be inserted into their own sheet.

(l) Print preview helps to view the worksheet before the final printout is taken.

**3.** Define the following : $1 \times 6 = 6$

(a) High Level Language

(b) Compiler

(c) Internal Modems

(d) Metropolitan Area Network (MAN)

(e) Objectives of File Transfer Protocol

(f) Worksheet

**4.** Answer the following : *2×8=16*

(a) Explain the concept of networking.

(b) What is an Electronic Mail ? Write down three features of e-mail.

(c) What are the basic steps in an FTP session ?

(d) Briefly explain about Telnet.

(e) What are some factors that one should take into consideration to improve the look and feel of a website ?

(f) What are the two ways with which a user can change the page margins of the document ?

(g) Answer the parts based on the Excel sheet.

| | A | B | C |
|---|---|---|---|
| 1 | **MONTHLY EXPENSES OF A HOUSEHOLD** | | |
| 2 | | | |
| 3 | **SNO.** | **DETAILS** | **EXPENSES** |
| 4 | 1 | MOBILE BILL | 1250 |
| 5 | 2 | GROCERY | 12000 |
| 6 | 3 | STATIONERY | |
| 7 | 4 | MILK | 5000 |
| 8 | | TOTAL | 19250 |

(i) What is the cell reference for the heading "TOTAL" ? $\frac{1}{2}$

(ii) What is the alignment of the cell B5 ? $\frac{1}{2}$

(iii) Using the SUM formula, display the amount of stationery in the C6 cell. *1*

(h) List down the various steps to create a query using a design view.

**5.** Answer the following questions in detail. *3×2=6*

(a) Write a brief note on computer conferencing.

(b) Write any two major drawbacks of the Internet and explain.