2012

Time : 3 hours

Full Marks : 80

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Answer from both the Groups as directed.

Group – A

(Objective Type Questions)

Answer all questions.

1. Choose the correct answer of the following:

\[ 2 \times 10 = 20 \]

(a) Which of the following is not a tool analyzing spread data?
   (i) Mail merge
   (ii) What-if analysis
   (iii) Goal seeking
   (iv) Sorting

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(Turn over)
(b) The part of an operating system, which permanently resides in main memory is:
(i) Job scheduling module
(ii) Translator
(iii) Kernel
(iv) None of the above

(c) Memory storage equal to 1024 bytes in a computer is:
(i) Kilobyte
(ii) Gigabyte
(iii) Megabyte
(iv) None of the above

(d) A device or medium that can accept data, hold them, and deliver them on demand at a later time is called:
(i) Memory
(ii) CPU
(iii) Bus
(iv) None of the above

(e) The utility used to increase the speed of program is called:
(i) Disk Formatting
(ii) Disk Cleanup
(iii) Disk Fragmentation
(iv) None of the above
(f) Correcting a text of a document is called:
   (i) Editing
   (ii) Formatting
   (iii) Proofing
   (iv) None of the above

**Fill in the blanks:**

(g) EPROM stands for ________________
(h) __________ is a translator which accepts high level language program as input and produces machine code as output.
(i) A hybrid computer is a combination of both ___________ and ___________ computers.
(j) An assembly language program contains ___________ hence it is also called mnemonic language.

**Group – B**

*(Long-answer Type Questions)*

Answer any four questions: \(15 \times 4 = 60\)

2. How will you display the system information of your computer?

   CX – 25/3  (3) (Turn over)
3. What do you mean by Computer Programming?

4. How many types of referencing are there in MS-EXCEL? Explain them with example.

5. Give a block diagram of computer and explain any one unit in detail.

6. Explain the functions of an Operating System.

7. Mention the basic functional unit of computer.

8. What is networking? Give the name of the essential hardware and software used for networking.

9. Write short notes on the following:
   (a) Internet
   (b) Keyboard shortcuts
   (c) Bookmark
   (d) Recycle bin

10. (a) How do presentation programs help modern business operations?
    (b) What are the internal tasks or activities involved during booting of a computer?