



Sample Paper

Course : Fundamentals Of Computer Version-II

Duration : 1 Hours

Maximum Marks : 60

Note:

- Attempt all questions in Section A - (1 marks each).
- All questions are compulsory in Section B - (5 marks each). However, out of 4 questions 2 questions will have additional questions as internal choices.
- All questions are compulsory in Section C - (10 marks each). However, out of 2 questions 1 questions will have additional questions as internal choices.

Section A

- 1) In e-mail common copy' stands for 'cc'.
 - a) True
 - b) False
- 2) How can you quickly create a new sheet in an open Excel workbook using the keyboard?
 - a) Ctrl +P
 - b) Alt + F11
 - c) Alt + F4
 - d) Shift + F11
- 3) Private clouds are open to all users without restrictions.
 - a) True
 - b) False
- 4) Which key takes the cursor directly to the start of the current line in a document?
 - a) End
 - b) Home
 - c) Esc
 - d) Tab

- 5) Bookmarks enable fast movement to predefined points in a document.
- a) True
 - b) False
- 6) Identify the platform designed for online conferencing and workplace collaboration.
- a) Disk Cleanup
 - b) Microsoft Teams
 - c) Character Map
 - d) Sketchbook
- 7) A computer equipped with multiple processors is called a _____
- a) Multiprogramming
 - b) Embedded System
 - c) Uniprocessor
 - d) Multiprocessor
- 8) Which key can be used to advance to the next slide during a PowerPoint presentation?
- a) None of the options
 - b) Tab
 - c) Esc
 - d) Spacebar
- 9) Hubs serve as central connection points for devices on a LAN.
- a) True
 - b) False
- 10) The purpose of disk defragmentation is to erase temporary and unnecessary files from a disk.
- a) False
 - b) True

- 11)** Transitions are special effects that introduce or change between slides in a presentation.
- a) True
 - b) False
- 12)** Google Meet meeting links can be distributed through Google Calendar.
- a) False
 - b) True
- 13)** Applications such as word processors, photo editors, and spreadsheets are examples of application software.
- a) True
 - b) False
- 14)** Which platform allows users to securely store and share files over the internet?
- a) Scanner
 - b) Dropbox
 - c) Notepad
 - d) Printed
- 15)** Which button is used to enlarge a window on the Windows screen?
- a) scroll bar
 - b) Maximize
 - c) Minimize
 - d) Restore Down
- 16)** Which of the following is an Internet Service Provider (ISP)?
- a) BSNL
 - b) Microsoft
 - c) Yahoo
 - d) Google

- 17)** What is a server on the Internet commonly called?
- a) Hub
 - b) Host
 - c) Router
 - d) None of the options
- 18)** Spreadsheet software is used for Presentation.
- a) True
 - b) False
- 19)** The largest and most powerful computer is
- a) Minicomputer
 - b) Microcomputer
 - c) Supercomputer
 - d) All of the options
- 20)** What is an operating system
- a) A set of software programs that manage computer hardware and software
 - b) A collection of physical computer parts
 - c) A group of input and output devices
 - d) A type of application software

SECTION B

- 1) What is protocols and explain any two protocol used in internet?

OR

Write a short note on Email?

- 2) What is high level language? Explain
3) Explain the features of Microsoft Excel

OR

Write short note on – a) Transition of slide b) Master slide

- 4) What is Ms Word? Explain the use of MsWord?

SECTION C

1. A) How can you change the font style and size in a Word document?

B) Write the steps to insert an image in a presentation.

C) How do you create a formula in Excel to add numbers?

D) Write the steps to sort data in an Excel spreadsheet.

OR

Write Steps for the following:

A) How to create a new folder on the desktop?

B) How to search a folder?

C) How to copy a folder from one location to another?

D) How to compress a folder into a ZIP file?



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हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड

(a state government undertaking/हरियाणा सरकार का उपक्रम)

2. (Write formula using cell reference)

	A	B	C	D
1	Product Name	Rate	Quantity Sold	Total Amount
2	Pen	20	6	
3	Pencil	15	5	
4	Register	40	7	
5	Notebook	25	9	
6	Total			

1. Calculate Total Amount of each Product.
2. Calculate the maximum Rate in cell B6.
3. Join the Product Name with Quantity Sold for the Product which has minimum Rate.

