

Marks : 75

Time : 2:30 hrs

Instructions : 1) Draw diagram wherever necessary.
2) All questions are compulsory

Q:1 [a] Fill in the blanks. (Any Eight)

[8]

1. _____ is example of antivirus software / programs.
2. The binary language consists of two digits _____ and _____.
3. In first generation of computer _____ were used.
4. _____ is the set of computer instructions or programs that enables the hardware to perform different tasks.
5. _____ is a protocol for uploading and downloading file.
6. _____ & _____ tools are used to move data between disks or storage subsystems.
7. Using _____ it is possible to sent mails/letters to more than one person.
8. MS Excel _____ helps you to fill rows or columns with a series of data
9. _____ are an algorithm that gets real time information from various internet sites.
10. The extension for screen savers programs is _____.

Q: 1[b] Write the following Abbreviations (Any Seven)

[7]

- | | | | | |
|-----------|----------|-----------|-----------|---------|
| i) UNIVAC | ii) PROM | iii) PDF | iv) FAT | v) HTTP |
| vi) CMOS | vii) USB | viii) GUI | ix) Wi-Fi | x) ICT |

Q:2 a) Draw & Explain block diagram of computer.

[8]

b) Explain generations of Computers.

[7]

OR

Q:2 p) Explain the functions of Operating System.

[8]

q) Explain some utilities programs.

[7]

Q:3 a) Explain features of Word Processors.

[8]

b) Explain Cell Reference in MSEXcel.

[7]

OR

Q:3 p) Differentiate between

- i) Applications Software & System Software
- ii) Primary Memory & Secondary Memory

[8]

q) What is the purpose of e-mail? Write steps for creating emails with attachment. [7]

Q: 4 a) Explain features of Accounting Software. [5]
b) Write about Groups in Tally. [10]

OR

Q:4 p) Explain data management tools. [5]
q) Explain any five types of vouchers with its shortcut keys in Tally. [10]

Q:5 Write short notes (3 out of 5) [15]

- 1) Web Browsers
- 2) Connection technologies
- 3) Mail merge
- 4) Web server
- 5) Search engines