Time: $2\frac{1}{2}$ Hrs.   **Marks: 75**

Note: 1) All the questions are compulsory.
              2) Figures to the right indicate marks.

Q.1   Answer the following questions (any 3)   **(15)**

a.   Define Computer. Explain any five characteristics of computer.

b.   Write short note on Smart phones and PDAs.

c.   Explain computer terminology?

d.   What are the different components of CPU?

e.   Compare ALU and CU. Give three names of input devices.

Q.2   Answer the following questions (any 3)   **(15)**

f.   Explain the term Hardware. Write use of printer.

g.   Write Short note on Internet. Define WWW.

h.   Discuss the application of computers for Social media.

i.   Write steps to compose and attach file in an e-Mail.

j.   Illustrate and briefly explain the benefits of Firewall.

Q.3   Answer the following questions (any 3)   **(15)**

k.   Write short note on : 1) OAS   2) ESS

l.   Define MIS. Draw the nature and scope of MIS system.

m.   Why ERP. Illustrate features of ERP?

n.   Explain the term ERP. Write advantages of ERP.

o.   What do you understand by Information System? Discuss various type
     of information.

Q.4   Answer the following questions (any 3)   **(15)**

p.   Write steps to create bullets and numbered lists in word. With two
     Examples each.

q.   Describe Relative, Absolute and Mixed cell references in excel.

r.   Explain Range and data types in excel?

s.   Explain NOW(), DATE() and TODAY() functions in Excel.

t.   Write steps to insert PageNumber, Header & Footer in word document.

Q.5   A   State whether the following statements are True / False :   **(8)**

1.   The Esc key is used to save word file.

4. Ctrl + Z is used to Undo last action in Excel.

5. Smart phones are only made to run games.

6. The IF() function is a conditional function.

7. In Active cell data input is not possible.

8. In MIS all the modules are not integrated to each other.

Q.5 B Select the appropriate option from the following (7)

1. Full form of USB is …………

   a) Universal Serial Bus   b) Unit Sub Base

   c) Undo Side Board   d) United Serial Base

2. The ….. consists of Control Unit, Arithmetic Unit and Logic Unit.

   a) CPU   b) OS

   c) HDD   d) USB

3. Extension of word 2007document is …………..

   a) .docx   b) .ddd

   c) .txt   d) .html

4. In ………… menu Macros option is available.

   a) Home   b) Go-to

   c) View   d) Find

5. Excel contains ……… columns in a worksheet.

   a) XFD (16384)   b) ABC

   c) XYZ (125)   d) 255

6. The …… is a component of the Excel window.

   a) Ribbon   b) Group

   c) Edit   d) Form

7. …………….. is an information system, which processes data and converts it into information.

   a) Management Information System (MIS)

   b) Enterprise Resource Planning (ERP)

   c) Transaction Processing System (TPS)

   d) Computer Based Info. System (CBIS)

-----X----X-----