13. What is Search Engine? Give an example.

14. What is the expansion of modem?

15. What is trash?

VI **Write answers in detail:**   6 x 5 = 30

1. (a) Explain about the input and output devices.

                                    (Or)

    (b) Explain the various components of CPU.

2. (a) Write short notes on :
        (i)Multitasking   (ii)Wordpad   (iii)Hotkeys

                                      (Or)

    (b) Explain the following Linux commands:
        (i)news   (ii)mail   (iii)merge   (iv)chmod

3. (a) Explain any three applications that come with OpenOffice.org.

                                      (Or)

    (b) What is a slide transition? Mention any three transition effects in Impress.

4. (a) Explain about Quick Access tool bar and Format painter in MS word.

                                      (Or)

    (b) What are the salient features of MS – Access?

5. (a) Differentiate the absolute and relative addressing in MS-Excel with an example.

                                      (Or)

    (b) Explain advanced filtering in MS -Excel.

6. (a) What are the steps to import data from MS- Excel to MS-Access?

                                      (Or)

    (b) What are the different types of Internet connections? Explain.

––––––

CHENNAI DISTRICT COMMERCE INSTITUTES' ASSOCIATION

457

December 2018

Time - Two hours   *(Maximum Marks: 100)*

                   [N.B: Answer all Questions.]

                                          Marks

I   *Fill in the blanks:*   10 x 1 = 10

    1. Blue Ray Disc is an example of _____ memory.

    2. Expansion of DVD is _____.

    3. The system tray is located in the windows_____.

    4. Linux is an example for _____ software.

    5. Function key for help is _____.

    6. _____ is a Linux command used to display the content of file to all the logged in users.

    7. In MS word _____ is the shortcut key used for closing the current window.

    8. Internet explorer is an example for _____.

    9. Slide transition of impress is available on the _____ menu.

    10. MS Access is a _____.

II   *Match the following:*   10 x 1 = 10

1.	SMPS	a	Blank Page
2.	Computer Network	b	MS-Access
3.	odp	c	Excel
4.	Redirection Utilities	d	Power Supply
5.	portal	e	stdin, stdout
6.	Spread sheet	f	Impress
7.	Create Menu	g	ISDN
8.	Insert	h	LAN
9.	Broadband	i	DBMS
10.	Open Office base	j	Single point of Access

[Turn over...

III   *Choose the best answer:*   10 x 1 =10

1.   From where can we change the name of an user account?

a. Settings   b. Computer   c. Code Panel   d. Control Panel

2.   Identify the false statement.

| a. can find deleted file in recycle bin | b. can restore files from recycle bin | c. can decrease free space of disk by sending files in recycle bin | d. can right click and choose Empty Recycle Bin to clean it at once |

3.   In MS-word view menu Header and Footer are visible in_____.

a. Web Layout   b. Page Layout   c. Print Layout   d. Draft

4.   We can Remove/Hide border of a shape in MS-word by selecting _____.

a. No Line   b. No Outline   c. White Line   d. No Border

5.   To see all the slides in one screen of MS-PowerPoint, we can use _____ from view menu

a. Slide sorter   b. slide   c. master   d. slide show

6.   Which operator is used to filter and display rows when all (2 or more) conditions are satisfied?

a. RANGE   b. IN   c. ALL   d. AND

7.   What Linux command is used to terminate or restart processes?

a. who   b. cat   c. kill   d. tail

8.   How to insert a function in calc?

a. Ctrl F2   b. Ctrl F4   c. Ctrl F6   d. Ctrl F10

9.   Which is not a filter in calc?

a. Auto filter   b. Standard filter   c. Advanced filter   d. Normal filter

10.   A web address is also called as

a. URL   b. ULR   c. RLU   d. LUR

CHENNAI DISTRICT COMMERCE INSTITUTES' ASSOCIATION

IV   *Say TRUE or FALSE:*   10 x 1=10

1.   EEPROM stands for Error Erasable programmable read only memory.

2.   Laser printer is a type of printer which uses pins impacting on ink ribbon to print.

3.   RTOS is an operating system.

4.   Impress cannot be used for Commercial Purpose

5.   Linux is not a secure Operating System.

6.   The transfer of data from a CPU to the peripheral devices of a computer is achieved through computer ports.

7.   Primary key is used to set a unique field.

8.   OpenOffice calc is not the part of OpenOffice Package.

9.   DSL stands for Digital Special Line.

10.   A track changes is a way of MS-Word to keep track of the changes made to a document.

V   *Write short answers for the following:*   15 x 2= 30

1.   What is the procedure for inserting symbols in MS Word documents?

2.   What is sorting? How can you sort a cell range in MS Excel?

3.   How will you create MS Access forms and mention its use?

4.   How do you create and save a file in calc?

5.   List out any four drawing tools in OpenOffice Writer.

6.   What are LINUX permissions?

7.   What is template in impress?

8.   Write any two types of reports in OpenOffice Base.

9.   What is chart in MS Excel? Name 3 types of charts.

10.   How can we insert date and time in Excel?

11.   What is queries in MS-Access? Name two types of queries.

12.   What is trigger, in context of animations in PowerPoint?