

**DIPLOMA IN CIVIL ENGINEERING (DCLE(G)) /
DIPLOMA IN MECHANICAL ENGINEERING
(DME) / DCLEVI / DMEVI / DELVI / DECVI /
DCSVI / ACCLEVI / ACMEVI / ACELVI /
ACECVI / ACCSVI**

Term-End Examination

00955

June, 2017

BET-017 : COMPUTER BASICS

Time : 2 hours

Maximum Marks : 70

Note : Question no. 1 is **compulsory**. Attempt any **four** questions from the remaining.

1. Fill in the blanks. 14×1=14
- (a) Volatile memory called _____ has a limited storage space.
 - (b) ICs were first used in _____ generation of computers.
 - (c) Windows is an _____ .
 - (d) _____ allows you to set page options.
 - (e) _____ command inserts the clipboard content at the insertion point.

- (f) In Excel, a locked cell cannot be _____ .
- (g) Two or more devices are connected over a relatively short distance through _____ .
- (h) A spreadsheet or a worksheet is a grid of _____ and _____ .
- (i) To detect, remove and prevent invasion of viruses, softwares used are called _____ .
- (j) To see how a document will look like on print, _____ command is used from _____ menu.
- (k) In PowerPoint, normal view is the main _____ view and it has _____ working areas.

2. (a) When working with a window, explain the use of Control Box. Also give the procedure for resizing, moving and switching between multiple windows. 9
- (b) Write short notes on different activities that can be done using data menu options in MS Excel. 5
3. (a) Explain the four major uses of Excel. 7
- (b) What are the various steps followed to insert a clipart in a PowerPoint presentation ? 7

4. (a) Give two methods of adding animation effects in a PowerPoint presentation. 7
- (b) Explain the different types of available computer networks. 7
5. Write the functions performed by the following menu commands in MS Word : $7 \times 2 = 14$
- (a) Office Clipboard
- (b) Tool Bars
- (c) Header and Footer
- (d) Sort
- (e) Print Preview
- (f) Bullet and Numbering
- (g) Zoom
6. Write short notes on the following : $7 \times 2 = 14$
- (a) Bits and Bytes
- (b) Secondary Storage Devices
- (c) Internet Connectivity Options
- (d) Internet Chat
- (e) Functions in Excel
- (f) Input Devices
- (g) Save As command
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