

10602

**Diploma in Civil Engineering / Diploma
in Electrical & Mechanical Engineering
DCLEVI/DMEVI/DELVI/DECVI/DCSVI/
ACCLEVI/ACMEVI/ACELVI/ACECVI/ACCSVI**

**Term-End Examination
December, 2011**

BET-017 : COMPUTER BASICS

Time : 2 hours

Maximum Marks : 70

Note : (i) Question number 1 is **compulsory**.
(ii) Attempt **any four** questions out of the remaining
questions numbered 2 to 6.

1. (a) Fill in the blanks from the choices given below : 7x1=7
- (i) The computer is truly amazing
_____.
 - (ii) The most common type of personal computer is a _____.
 - (iii) _____ are used in large organisations.
 - (iv) _____ needs a constant supply of power to hold its data.
 - (v) The device that holds the disk is called a _____.
 - (vi) _____ is an internal network to access information.
 - (vii) _____ equivalent to 1,024 bytes; a common measure of data storage.

Choices :

- | | |
|--------------------|----------------|
| (i) Computer | (ii) Mainframe |
| (iii) Desktop | (iv) Gigabyte |
| (v) Machine | (vi) Diskdrive |
| (vii) Intranet | (viii) RAM |
| (ix) Kilobyte (KB) | (x) CD-drive |

(b) State *true* or *false* : 7x1=7

- (i) A home area network (HAN) is a network contained within a user's home that connects a person's digital devices.
- (ii) Client/Server network share the processing and storage workload with a central server.
- (iii) Modem transmission speeds are measured in byte per second.
- (iv) The abbreviation bps stands for bandwidth per second.
- (v) 'Google' is an operating system.
- (vi) Peer-to-peer (P2P) services allow users to access one another's computer via the internet.
- (vii) DSL service is similar to ISDN in its use of the telephone network.

2. Attempt *any two* of the following : 2x7=14

- (a) What is mail merge ? What is its use ?
- (b) What do you mean by PowerPoint ? What are the steps involved in creating a new PowerPoint presentation ?
- (c) What are the uses of MS Outlook ? How can contacts be added to the address book ?

3. Explain the differences for *any two* of the following : 2x7=14
- (a) Word and Excel
 - (b) DOS and Windows
 - (c) Commerce and E-commerce
 - (d) Microsoft and Google
4. Attempt *any two* of the following : 2x7=14
- (a) Explain a procedure of shifting some files from a folder to another folder. Both folders exist at the desktop location in a computer.
 - (b) Write how can you provide a table in a word document.
 - (c) What do you understand by an 'Icon' ? What are various types of it ?
5. Attempt *any two* of the following : 2x7=14
- (a) Enlist various components of a computer. Describe the function of any one of them.
 - (b) What do you mean by 'memory' in computer ? What are its types ?
 - (c) Differentiate between Hardware and Software for a computer.
6. Write short notes on *any two* of the following : 2x7=14
- (a) Generations of computers
 - (b) Screen saver
 - (c) Media player
 - (d) Font of text in MS Word.