

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

**Term-End Examination**

**December, 2016**

00382

**BET-017 : COMPUTER BASICS**

*Time : 2 hours*

*Maximum Marks : 70*

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

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1. Choose the correct option in the following objective type questions :

$7 \times 2 = 14$

- (a) All calculations and comparisons are carried out within
- (i) ALU
  - (ii) CPU
  - (iii) Secondary Storage
  - (iv) Control Unit

- (b) "Back-up storage" is also called as
- (i) Primary storage
  - (ii) Buffer storage
  - (iii) Auxiliary storage
  - (iv) Main storage
- (c) Which of the following is *not* a software ?
- (i) MS-DOS
  - (ii) Windows
  - (iii) Linux
  - (iv) Keyboard
- (d) 'Bytes' are used for storing characters. In one byte, the number of bits are
- (i) Four
  - (ii) Eight
  - (iii) Two
  - (iv) Sixteen
- (e) The Windows Taskbar is located on the desktop at the
- (i) Bottom side
  - (ii) Top side
  - (iii) Left side
  - (iv) Right side

(f) The network which provides connectivity within a small geographical area, without using cables, is called as

- (i) LAN
- (ii) MAN
- (iii) WAN
- (iv) WLAN

(g) Backspace key is used to move the cursor to

- (i) Current location
- (ii) Left and Delete the character
- (iii) Shift the character
- (iv) Delete the character

2. (a) What are the basic components of a computer system ? Explain.

(b) What unique features classify computers into different generations ? 2×7=14

3. (a) What are the various commands used in 'MS Office' program ? Explain with the help of neat sketches.

(b) Explain Worms, Viruses and Trojan Horses. 2×7=14

4. (a) What is a Spreadsheet ? What are the major uses of MS Excel software ?
- (b) What is 'Formula' in MS Excel program ? How is a formula created ? Explain with examples.  $2 \times 7 = 14$
5. (a) While making a presentation, what types of slides are commonly used ?
- (b) What are the various views available in PowerPoint to view the created presentation ?  $2 \times 7 = 14$
6. (a) What are the various Internet connectivity options ? Explain in brief.
- (b) What do you understand by net surfing and chatting ? Differentiate between net surfing and chatting.  $2 \times 7 = 14$
7. Write short notes on any **four** of the following :  $4 \times 3 \frac{1}{2} = 14$
- (a) System Software
- (b) RAM and ROM
- (c) Tips for E-mailing
- (d) Antivirus Software
- (e) Output Devices
- (f) Templates
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