

**DIPLOMA IN CIVIL ENGINEERING (DCLE(G))/
DIPLOMA IN ELECTRICAL AND MECHANICAL
ENGINEERING (DEME)**

**DCLEVI / DMEVI / DELVI / DECVI / DCSVI /
ACCLEVI / ACMEVI / ACELVI / ACECVI /
ACCSVI**

01190

Term-End Examination

June, 2014

BET-017 : COMPUTER BASICS

Time : 2 hours

Maximum Marks : 70

Note : *Question no. 1 is **compulsory**. Attempt any **four** questions out of the remaining questions no. 2 to 6.*

1. (a) Fill in the blanks from the choices given below : $7 \times 1 = 7$
- (i) Screensaver is a _____ image.
 - (ii) Word always starts by opening an untitled _____ document.
 - (iii) Cut command cuts the _____ and puts it on the clipboard.
 - (iv) Desktop is the _____ through which all the programs can be accessed.

- (v) A computer's operating system controls the _____ of information.
- (vi) When the machine is booted, the _____ is started first.
- (vii) Hardware is best described as a device that is _____ connected.

Choices

Moving, Normal, Selection, Interface, Flow, BIOS, Physically, Abnormal, Eliminate, Pictorial

- (b) State *true* or *false* : 7×1=7
 - (i) Windows does not allow opening multiple applications at the same time.
 - (ii) The Control Panel provides options for you to customize the appearance.
 - (iii) Word does not overtype the existing text but pushes it forward by default.
 - (iv) An e-mail virus moves around in e-mail messages.
 - (v) RAM is used to permanently store information.
 - (vi) The “microprocessor” brain of the computer system is called the Central Processing Unit.
 - (vii) Graphics Card translates image data from the computer into a format that can be displayed by the monitor.

2. Attempt any **two** of the following : $2 \times 7 = 14$
- (i) What is chatting ? How you distinguish between E-mail and Chat ?
 - (ii) “Computers have made a global impact and have changed the way we work, communicate, or search for information.” Explain and elucidate with the help of a suitable example.
 - (iii) What do you mean by tool bar ? For what purpose is the formatting tool bar used ?
 - (iv) What are commonly used math functions in MS-Excel ?
3. Explain the differences between any **two** of the following : $2 \times 7 = 14$
- (i) “Save” and “Save As”
 - (ii) Normal Document and Normal Template
 - (iii) Bit and Byte
 - (iv) MS-PowerPoint and MS-Excel
4. Attempt any **two** of the following : $2 \times 7 = 14$
- (i) What is a keyboard ?
 - (ii) What are major uses of Excel software ?
 - (iii) What do you mean by Zip ? How is the Zip file unzipped ? Name any Zip software.
 - (iv) Explain the term Disk Operating System (DOS).

5. Attempt any *two* of the following : 2×7=14

- (i) What is an Internet ? How does Internet differ from Intranet ?
- (ii) What do you mean by URL ? Name some of the URLs.
- (iii) What is Desktop Computer ? How does it differ from Laptop ?
- (iv) What do you mean by Operating System ? Name some of the operating systems that exist in the present scenario.

6. Write short notes on any *two* of the following : 2×7=14

- (i) Magnetic Ink Character Reader (MICR)
 - (ii) E-Mail
 - (iii) Standard Tool Bar
 - (iv) Anti-Virus Software
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