

S-I/7/1453/17

Ist Semester
Computer
VII Paper

पृष्ठानि- 12

परीक्षार्थिनं प्रति निर्देशाः

(छात्रैः ध्यानेन पत्रनाम विषयनाम च स्पष्टतया लेखनीयम्)

अस्मिन् भागे अनुक्रमाङ्कः केन्द्रनाम संख्येत्यादिकं किमपि

न लेखनीयम्। परीक्षार्थी लेखनात् पूर्वं रिक्तस्थानानि पूरयतु।

पृष्ठभागे प्रदत्तान् निर्देशान् च सावधानतया पठतु, दृढतया च पालयतु।

ये छात्राः सावधानेन निर्देशानुरूपं न प्रपूरयिष्यन्ति

तेषाम् उत्तरपुस्तिका निरस्ता भविष्यति।

छात्रैः ध्यानेन स्पष्टतया लेखनीयम्

परीक्षाकेन्द्रनाम

गूढाङ्कः

छात्रेण न लेखनीयः

अनुक्रमाङ्कः (अंकेषु).....

अनुक्रमाङ्कः (शब्देषु)

कक्षा.....वर्षनाम.....

विषयः.....पत्रसंख्या.....

प्रश्नपत्रकोड.....

दिनाङ्कः.....दिनम्.....

परीक्षार्थिनः हस्ताक्षरम्

पूर्णनाम.....

निरीक्षकहस्ताक्षरम्

पूर्णनाम

दिनाङ्कःसमयः.....

कक्षानाम.....वर्षनाम.....

विषयःपत्रसंख्यापत्रकोड.....

दिनाङ्कःदिनम्.....

गूढाङ्कः

छात्रेण न लेखनीयः

प्रश्नाङ्काः	1	2	3	4	5	6	7	8	योगः
प्राप्ताङ्काः									
प्रश्नाङ्काः	9	10	11	12	13	14	15		अ
प्राप्ताङ्काः									
प्रश्नाङ्काः	16	17	18	19	20				अ/ब
प्राप्ताङ्काः									
प्रश्नाङ्काः	21	22	23	24	25	ब योगः	26		स
प्राप्ताङ्काः									

सम्पूर्णयोगः शब्देषु.....

पूर्णयोगः

ह० गणकस्य
पूर्णनाम

ह० मुख्यपरीक्षकस्य
पूर्णनाम

ह० परीक्षकस्य
पूर्णनाम

Time: 3 hrs.

M.M.-80

(15×2=30)

I. Write the appropriate option for following questions.

Q1. Header and Footers are visible in

- (a) Normal view (b) Page layout view
(c) Print layout view (d) Draft view

Ans.

.....

.....

Q2. Short Cut Key to access Font dialogue box is

- (a) Ctrl + F (b) Ctrl + F7
(c) Ctrl + D (d) Ctrl + Alt + F

Ans.

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.....

Q3. The Process of removing unwanted part of an image is called

- (a) Hiding (b) Bodering
(c) Cropping (d) Cutting

Ans.

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Q4. Example for Range in Excell is

- (a) A1 : A10 (b) A1 : P1
(c) A1 : P10 (d) All of the above

Ans.

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Q5. Two Kinds of main memory are:-

- (a) Primary and Secondary
- (b) Rom and Ram
- (c) Random and sequential
- (d) All of the above

OR

Which Menu in MS-Word can be used to change character size and Typeface.

- (a) View
- (b) Format
- (c) Tools
- (d) Data

Ans.

Q6. Intersection of, the column and a Row is

- (a) Column
- (b) Value
- (c) Address
- (d) Cell

Ans.

Q7. Excell formula starts with

- (a) *
- (b) =
- (c) \$
- (d) C

OR

A Value used in formula that does not change is called a

- (a) Constant
- (b) Variable
- (c) Cell Address
- (d) Dynamic

Ans.

Q8. Which one of the following is not one of Power Points Views?

- (a) Slide Show View
- (b) Slide View
- (c) Presentation View
- (d) Outline View

Ans.

Q9. The function which returns TRUE or FALSE

- (a) AND (b) IF
(c) Count (d) Sum

OR

Shortcut key to insert New Slide is

- (a) Ctrl + N (b) Ctrl + S
(c) Ctrl + M (d) Ctrl + T

Ans.
.....
.....

Q10. The Number 15AF is in

- (a) Binary Number System (b) Octal Number System
(c) Hexa decimal Number System (d) Decimal Number System

Ans.
.....
.....

Q11. $(10011102)_2$ is Valid Binary Number

- (a) True (b) False

Ans.
.....
.....

Q12. Each MS-Word file is called

- (a) Document (b) Workbook
(c) Slide (d) None of above

OR

If function in Excell is an example for

- (a) Logical Function (b) Text Function
(c) Statistical Function (d) Mathematical Function

Ans.
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.....

Q13. Auto text, Auto Correction, spelling and grammar tools are called as

- (a) Proofing tools (b) Text tools
(c) Checking tools (d) Graphic tools

Ans.

Q14. Excel 2003 version has 256 Rows

- (a) True (b) False

OR

Hard disk is an example for

- (a) Volatile Memory (b) Application Software
(c) Non-Volatile Memory (d) System Software

Ans.

Q15. Portrait and Landscape are types of _____.

OR

F7 is shortcut key for _____.

Ans.

II. Answer the following Questions.

(5×6=30)

Q16. Expand following Acronyms.

- (a) EEPROM (b) ENIAC (c) MIPS

Ans.

Q17. Write Excell Formulas to following Problems.

Rashtriya Sanskrit Sansthan

- (a) To get the word "Sanskrit"
- (b) To get the word "Sanstan"
- (c) To Count the length of that word

OR

Convert the following

- (a) 15F to Octal
- (b) $(153)_8$ to Hexadecimal
- (c) 178 to Octal
- (d) $(51)_8$ to Binary

Ans

Q18. Write the uses of the following shortcut keys in Excel.

- | | |
|-----------------------|-----------------------|
| (a) Ctrl + S | (b) Ctrl + D |
| (c) Ctrl + page down | (d) Ctrl + P |
| (e) Ctrl + Left Arrow | (f) Ctrl + Down Arrow |

OR

Describe the uses of following in MS-Word

- | | |
|---------------|--------------------|
| (a) Alignment | (b) Orientation |
| (c) Formating | (d) Proofing tools |

Ans

Q19. With respect to Power Point describe the uses & following.

(a) Themes

(b) Animation

(c) Slides

Ans

Q20. Explain any three text functions available in Excell.

OR

Write the steps of inserting a chart in MS-Word.

Ans

(1 × 20 = 20)

OR

.(a) SUMIF

(b) COUNT A

(c) AND

(d) IF

(e) IF

(f) MIN

OR

[illegible]