

Note: Section-I is compulsory. Attempt any THREE (3) questions from Section-II.

SECTION – I

2 - Write short answers to any SIX questions.

(2 x 6 = 12)

- | | |
|---|---|
| i - Define SDLC. | vi - State the function of Physical Layer. |
| ii - Convert 240 MB of memory into Kilobytes. | vii - Distinguish between De Facto Standard and De Jure Standard. |
| iii - Write down any two benefits of E-mail. | viii - Which type of signals are commonly called baseband? |
| iv - Define TCP/IP. | ix - What is transmission rate of modem? |
| v - What is Peer-to-Peer Network model? | |

3 - Write short answers to any SIX questions.

(2 x 6 = 12)

- | | |
|---|--|
| i - Define PC register. | vi - Define the term Biometric. |
| ii - Define Cache Memory. | vii - What is data security? |
| iii - What is the importance of instruction set? | viii - Write down any four limitations of e-mail. |
| iv - What do you mean by stored program computer? | ix - Define search engine. Write down at least two examples. |
| v - Write down four causes of computer viruses. | |

4 - Write short answers to any SIX questions.

(2 x 6 = 12)

- | | |
|--|--|
| i - Write down the use of clipboard. | vi - Write down an example of MAX() function within cell address in MS-Excel. |
| ii - Write down the use of Macros in MS-Word. | vii - What is Relative Reference? |
| iii - Write down two uses of Word Processor. | viii - Define 3-D sheet in MS-Excel. |
| iv - Define page margins and page size in MS-Word processor. | ix - What is Active cell? |
| v - Write down the formula for calculating average of three numbers. | |

SECTION – II

- 5 - What is Software? Write down different types of software. (8)**
- 6 - What is un-guided media? Briefly describe different un-guided media. (8)**
- 7 - What is meant by an Office Automation? Explain various tasks to be performed in an Office. (8)**
- 8 - What is ROM? Write down its different types. (8)**
- 9 - What is the purpose of mouse and keyboard? Write down important events of mouse and keyboard. (8)**