Part 1 Objective type questions

1:- To paste text from the clipboard in the document being edited, press the keys :

(A) Ctrl and V   (B) Ctrl and X   (C) Ctrl and S   (D) Ctrl and P

2:- Which of the following is an input device ?

(A) Screen   (B) Speakers   (C) Keyboard   (D) Printer

3:- Which of the following file extensions indicate file created in paint ?

(A) BMP   (B) DOC   (C) STK   (D) PPT

4:- OTP stand for :

(A) One time password (B) Once and twice password   (C) On time password   (D) None of the above

5:- CC in E-mail stand for :

(A) Carbon catch   (B) Carbon copy   (C) Consider copy   (D) Carbon coupon

6:- To get help when using office, you would click the :

(A) F1 Key   (B) F3 Key   (C) F2 Key   (D) F4 Key

7:- Size of IPV4 is :

(A) 32 (B) 48 (C) 62 (D) 128

8:- Which of the following is a tool to send letter to many recipients in Libre office ?

(A) What-if   (B) Mail merge (C) Goal seeking   (D) sorting

9:- Twitter is example of :

(A) E-mail system   (B) System application (C) Social networking   (D) Web URL

10:- Which of the following refers to the fastest, biggest and most expensive computer ?

(A) Personal computer (B) Laptops   (C) Super computer   (D) Notebook

True / False questions

1:- An icon on the desktop that represents a temporary holding place for files that are deleted is called as Recycle Bin.

2:- Absolute cell referencing always refer to the same cell in spreadsheet.

3:- Operating system is a specific hardware.

4:- ISP cannot provide internet connection to usre.

5:- e-payment can be done through UPI .

6:- Flipkart is a example of Social Networking.

7:- Internet is network of networks.   **8:-** E-mail is elegant mail.

9:- Mobile Hot Spot cannot be used to share internet with other user.

10:- You cannot hyperlink to a picture.

Match Words

	X		Y
1	CTRL+X	A	E-mail system
2	It is a file format to store video file	B	Mozilla Firefox
3	Protocol used for network file transfer in the www environment	C	Application Software
4	Computer network limited in a building	D	Internet of things
5	Gmail	E	Hardware
6	Example of web browser	F	System Software
7	Money can be kept for e-payment in	G	Internet of Things
8	IOT	H	WAN
9	Developed Applications for specific purpose	I	e-wallet
10	Any part of the computer which you can physically touch	J	Cut Operation in Libre Office
		K	MP4
		L	LAN
		M	HTTP

Fill in the Blank

A	Kernel Module	B	Attachment	C	32
D	Page Orientation	E	Bookmark	F	128
G	UDAAN APP	H	CUT	I	UMANG APP
J	Cyber	K	Format Painter	L	CAT
M	Slider				

1:- An electronic document sent with the E-mail is termed as _____.

2:- The central module of an operating system is called _____.

3:- Portrait and Landscape are _____.

4:- The _____ features in internet Explorer, allows a user to save a website on a list for easy access later.

5:- Accessing e-Governance Services on Mobile using _____.

6:- _____ is an electronic page in a presentation.

7:- Size of IPV6 is _____ bit.

8:- Crime that involves computer and network is known as _____ crime.

9:- _____ will copy formatting from one place and apply it to another.

10:- The command to view the contents of a file in LINUX is _____.

Part 2 Questions

5.A:- Draw an internal diagram of computer system and explain in brief the application of various components.

5.B:- How to turn off and activate automatic spelling checking and automatic grammar checking in Libra Office programs ?

6.A:- What are advantage and disadvantage of social networking sites ? Give to examples of social networking site.

6.B:- How to manage disk partitions on windows using inbuilt disk management tool ?

6.C:- Differentiate : LAN, WAN, MAN.

7.A:- Define the following financial terms.

    (i) Credit and Debit card

    (ii) UPI

    (iii) PoS

7.B:- What is an array formula in spreadsheet ? By taking suitable data, explain sum operation on array of data.

7.C:- Write steps to do E-mail. What is E-mail-id and its uses in E-mail ?

8.A:- Explain how slide transition is used in ppt.

8.B:- Explain briefly "Intellectual Property Rights".

8.C:- Write steps to add watermark in Libra Office Writer.

9.A:- Virtual Reality

9.B:- Internet of Things

9.C:- Cyber Security

9.D:- QR Code and its application

9.E:- Blockchain Technology