

SARDAR PATEL UNIVERSITY
B.S.W.(Eng Med) Semester-III -2013-14
Friday, 15th Nov 2013
2:30 to 4:30
(UA03FBSE02) ICT (Basic Computer Skill)-II

Marks: 60
15

Q-1 Multiple Choice Questions: (ANY 15)

- 1) The _____ button in the standard toolbar opens a new document.
 a) New b) Save c) Open d) none
- 2) When you cut or copy text, it is saved in a temporary memory area that is called _____.
 a) File b) Drag board c) Clipboard d) Paragraph
- 3) To select all text in the document, we can press _____ key(s).
 a) ^C b) ^Z c) ^F d) ^A
- 4) _____ is a switch that can be turned on or off in word processor.
 a) Word-wrap b) Paragraph c) Toggle d) Insertion Point
- 5) The _____ gives information about your position within the document.
 a) Menu Bar b) Status Bar c) Title Bar d) Scroll Bar
- 6) _____ will check every word in your document and compare it to the internal dictionary to see if it matches any words.
 a) Spell Checker b) Tool Bar c) Tables d) Toggle
- 7) Times New Roman is the name of a _____.
 a) Font size b) Font c) Align d) Bullets
- 8) MIN, MAX and AVERAGE belong to the _____ Function category.
 a) Mathematical b) Statistical c) Date and Time d) none
- 9) To undo the last editing change in the document, press the _____ key(s).
 a) ^C b) ^Z c) ^F d) ^A
- 10) When you reach the end of the line, the computer will automatically go to the next line is called _____.
 a) Word-wrap b) Paragraph c) Toggle d) Insertion Point
- 11) _____ is the study of people, technology, organizations and the relationships among them.
 a) Information b) Data c) MIS d) System
- 12) Which of the following is not a database function?
 a) DAVERAGE b) MAX c) DCOUNT d) DSTDEV
- 13) _____ analyses your document and automatically formats the entire document.
 a) AutoFormat b) AutoFit c) Auto Clean d) none
- 14) _____ is an operating system with a command-line interface used on personal computers.
 a) Windows7 b) MS-DOS c) Linux d) Windows XP

- 15) _____ is an interface between a user and the Computer hardware.
 a) Word Processor b) System c) Operating System d) Monitor
- 16) The ^R keys are used to redo changes in the document. TRUE or FALSE.
- 17) A formula always begins with _____ sign in MS-Excel.
 a) + b) = c) ? d) \

- Q-2 Long Question 15**
 What is Management Information System? Explain MIS Functions and its characteristics in detail
- OR**
- Q-2 A) Differentiate: MS-DOS and Windows 7**
B) What is Computer? Explain the general characteristics of personal computers. 8
- Q-3 Long Question 15**
 What is word Processing? Explain the Word Processor Screen in detail with suitable diagram and also explain the features of MS-Word.
- OR**
- Q-3 A) What is Spreadsheet? Explain different features of spreadsheet. 7**
B) What is PowerPoint? What are the advantages of using the PowerPoint? Explain the concept of Master slide in it. 8
- Q-4 Short note (Any Two) 15**
 1) Mail Merge
 2) Power Point Views
 3) Header and Footer (Ms-Word)
 4) Functions Used in Excel

ALL THE BEST