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SARDAR PATEL UNIVERSITY

Master of Social Work (MSW)

Semester – I External Examinations

PA01SMSW01: Soft Skill – Information & Communication Technology

22nd April, 2016, Friday

Time: 2:30 PM to 4:00 PM

Max. Marks: 35

Q1. Choose the most appropriate option for each question.

[10]

1. Which one of the following is the operating system?
A. Facebook
B. WhatsApp
C. Linux
D. None of these
2. E-mail stands for _____.
A. Extension Mail
B. Electronic Mail
C. Engine Mail
D. None of these
3. Ctrl + C is the short cut key of _____.
A. Cut
B. Paste
C. Copy
D. None of these
4. A _____ is a software application for retrieving, presenting, and traversing information resources on the World Wide Web.
A. Web Server
B. Application Server
C. Web Browser
D. None of these
5. Full form of PC is _____.
A. Public Computer
B. Personal Computer
C. Productive Computer
D. None of these
6. Commercial enterprises register with the domain _____.
A. .net
B. .org
C. .edu
D. None of these

7. _____ moves the cursor to the first cell in the sheet (A1).
A. Ctrl + Home
B. Home
C. A and B both
D. None of these
8. _____ is the example of domain.
A. #net
B. _net
C. .net
D. None of these
9. RAM stands for _____.
A. Random Action Memory
B. Random Active Memory
C. Random Access Memory
D. None of these
10. Ctrl + X is the short cut key of _____.
A. Copy
B. Paste
C. Cut
D. None of these

Q2. Answer the following questions (Any Five):

[15]

- What is computer? List various characteristics of it.
- Explain operating systems taking suitable examples.
- List and explain various benefits of word processing software.
- Explain use of menu bar and its uses in word processor.
- Write in brief about tool bar in spreadsheet.
- List and explain various mathematical formulas to perform basic mathematical operations in spreadsheet.
- Write in brief: LAN, MAN, WAN
- What is URL? Give Any Four examples.

Q3. Answer the following questions (Any Two):

[10]

- Write a short note on Disk Operating Systems (DOS).
- Write a short note on text formatting and page formatting in word processor.
- Write a note on types of computer.
- Write in detail about the term Internet and WWW.

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