

7. The spelling option is in _____ menu of MS Word.

- (a) Edit (b) Format
(c) View (d) None of these

8. To cut any highlighted text in MS Word document, press _____ keys.

- (a) Ctrl+C (b) Ctrl+S
(c) Ctrl+X (d) Ctrl+V

9. A computer network, which spans over a large geographical area such as cities, states, countries or even the whole world is _____.

- (a) MAN (b) WAN
(c) LAN (d) VAN

10. Which of the following cables supports the highest bandwidth and fastest transmission rate?

- (a) Twisted pair cable
(b) Coaxial cable
(c) Open wire cable
(d) Fibre optic cable

PART B — (5 × 5 = 25 marks)

Answer ALL questions choosing either (a) or (b).

11. (a) Discuss the characteristics of computers.

Or

(b) Write a note on Computer Architecture.

12. (a) What is a joystick? How is it different from a trackball?

Or

(b) List some advantages and disadvantages of dot matrix printers.

13. (a) What is an operating system? Explain its functions.

Or

(b) Explain Windows Explorer.

14. (a) Explain the uses of Ruler in MS Word with example.

Or

(b) Explain the important parts of MS Word Window.

15. (a) Discuss the various transmissions mode of data.

Or

- (b) Discuss about Network topology.

PART C — (5 × 8 = 40 marks)

Answer ALL questions choosing either (a) or (b).

16. (a) Draw a block diagram to illustrate the basic organization of a computer system and explain the functions of various units of a computer system.

Or

- (b) Discuss various computer generations.

17. (a) Explain the following :

- (i) Hard disk
- (ii) Zip disk
- (iii) Floppy disk
- (iv) Memory stick.

Or

- (b) Write in detail about input devices.

18. (a) Explain different types of Operating Systems.

Or

- (b) Discuss about Windows Accessories.

19. (a) Write down the steps for copying and moving a section of text in MS Word.

Or

- (b) Enumerate the 'Spelling and Grammar' concepts in word document with example.

20. (a) Write a short notes on the following :

- (i) LAN
- (ii) MAN
- (iii) WAN.

Or

- (b) Explain Client Server Architecture.