INSTRUCTIONS TO CANDIDATES

1. Immediately after the commencement of the Examination, you should check that this Booklet does not have any unprinted or torn or missing pages or items, etc. If any of the above defects is found, get it replaced by a Complete Question Booklet of the available series.

2. Write clearly the Question Booklet Version Code A, B, C, D or E, in the appropriate space provided for the purpose, in the OMR Answer Sheet.

3. Enter the name of the Subject, Reg. No., Question Booklet version code and affix Signature on the OMR sheet. As the answer sheets are designed to suit the Optical Mark Reader (O.M.R.) system, special care should be taken to fill those items accurately.

4. This Question Booklet contains 55 questions, Part – A contains 40 questions of one mark each and Part – B contains 15 questions of two marks each. All questions must be attempted. Each question contains four answers, among them one correct answer should be selected and shade the corresponding option in the OMR sheet.

5. All the answers should be marked only on the OMR sheet provided and only with a black or blue ink ball point pen. If more than one circle is shaded / wrongly shaded / half shaded for a given question no marks will be awarded.

6. Immediately after the final bell indicating the closure of the examination, stop making any further markings in the OMR Answer Sheet. Be seated till the OMR Answer Sheet is collected. After handing over the OMR Answer Sheet to the Invigilator you may leave the examination hall.
PART – A

Answer all the questions. Each question carries one mark. (1×40=40)

1. What is FTP?
   a) File Training Protocol
   b) File Transfer Protocol
   c) File Transit Protocol
   d) File Tracking Protocol

2. What is electronic representation of cash?
   a) Digital cash
   b) Electronic cash
   c) E-cash
   d) All of the above

3. The key you choose to identify each row uniquely is called
   a) Primary
   b) Foreign key
   c) Alternate key
   d) None of these

4. E banking is also known as
   a) ATMs
   b) Net banking
   c) Traditional banking
   d) None of these

5. Telnet
   a) Allows user to connect client machine
   b) Transferring files
   c) Sharing files
   d) None of the above

SPACE FOR ROUGH WORK
6. Which is not a font style?
   a) Bold
   b) Super script
   c) Italic
   d) Regular

7. Landscape is
   a) Font style
   b) Paper size
   c) Page layout
   d) Page orientation

8. What is a use of “all caps” feature in MS Word?
   a) It changes all selected text into capital letter
   b) It adds captions for selected image
   c) It shows all the image captions
   d) None of the above

9. Which file is responsible to start MS Word?
   a) Winword.Exe
   b) Win.exe
   c) wword.exe
   d) Wordwin.exe

10. Which of the following is not valid version of MS Office?
    a) Office xp
    b) Office vista
    c) Office 2016
    d) None of the above
11. Basic types of record access methods are
   a) Sequential and random
   b) Direct and immediate
   c) Sequential and indexed
   d) Online and real time

12. The command that adds new field to an active database is
   a) Modify label
   b) Modify command
   c) Modify structure
   d) Modify report

13. __________________ is a full form of SQL.
   a) Standard Query Language
   b) Sequential Query Language
   c) Structured Query Language
   d) Server side Query Language

14. In context of database DML means
   a) Data Multiplication Line
   b) Data Manipulation Language
   c) Data Method Limit
   d) Data Merit Logic

15. Which file format can be added to a Power Point show?
   a) .gif
   b) .jpg
   c) .wave
   d) All of the above
16. Which of the following is the correct format of email address?
   a) Name@website.info
   b) Name@website.info
   c) WWW.Nameofwebsite.com
   d) Name.website.com

17. The solution for all business needs is
   a) EDI
   b) ERP
   c) SCM
   d) None of the above

18. Which of the following harmed by viruses?
   a) Keyboard
   b) Monitor
   c) Processor
   d) None of the above

19. Which PowerPoint user to create a simple presentation quickly?
   a) Auto content wizard
   b) Transition wizard
   c) Chart wizard
   d) Animation wizard

20. What is the full form of WWW in web address?
   a) World Wide Web
   b) World Wide Window
   c) World Wide Word
   d) None of these
21. Verification is process of
   a) Access
   b) Login
   c) Logout
   d) Authentication

22. Which item can a password be used to protect?
   a) network
   b) file
   c) folder
   d) all the above

23. What is B2B in E commerce?
   a) Business to business
   b) Business to board
   c) Boss to boss
   d) Business to basket

24. Which is common language used in web designing?
   a) C
   b) C++
   c) algol
   d) HTML

25. Computer security can be increased by using
   a) Fire wall
   b) Antivirus
   c) Password
   d) All of the above

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26. What is the use of book marks?
   a) To correct the spelling
   b) To jump to a specific location in the document
   c) To ignore spelling mistakes
   d) To save alignments

27. From which menu you can insert header and footer?
   a) Insert menu
   b) View menu
   c) Format menu
   d) Tools menu

28. What is the extension of word file?
   a) Fil
   b) Dot
   c) Doc
   d) txt

29. With which of the following all formulas in Excel starts?
   a) /
   b) *
   c) $ 
   d) =

30. On an Excel sheet the active cell is indicated by
   a) A dotted border
   b) A dark wide border
   c) A blinking border
   d) By italic text

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SPACE FOR ROUGH WORK

C
31. Attribute of one table matching to the primary key of other table is called as
   a) Foreign key
   b) Secondary key
   c) Candidate key
   d) Composite key

32. Data base management system are used to
   a) Eliminate data redundancy
   b) Establish relationship among records in different files
   c) Manage file access
   d) None of the above

33. DFD stands for
   a) Data Flow Document
   b) Data File Diagram
   c) Data Flow Diagram
   d) None of the above

34. A set of possible data values is called
   a) Attribute
   b) Degree
   c) Tuple
   d) Domain

35. Which is a type of DBMS software?
   a) MS Word
   b) MS Power Point
   c) MS Access
   d) None of the above
36. A value used in a formula that does not change is called
   a) Constant
   b) Cell address
   c) Variable
   d) Static

37. A spread sheet contains
   a) Columns
   b) Rows
   c) Rows and columns
   d) None of the above

38. How is data organised in a spread sheet?
   a) Rows and columns
   b) Layers and planes
   c) Lines and spaces
   d) Height and width

39. A function inside another function is called a _______________ function.
   a) Nested
   b) Round
   c) Sum
   d) Text

40. The intersection of row and column is called
   a) Data set
   b) Cell
   c) Data
   d) Set

SPACE FOR ROUGH WORK
PART – B

Answer all the questions. Each question carries 2 marks. (2x15=30)

41. Protocols are, set of rules to govern
   a) Communication
   b) Maintain standards
   c) Metropolitan communications
   d) None of the above

42. What is OTP?
   a) One Time Password
   b) One Time Pincode
   c) Odd Transaction Password
   d) None of the above

43. In the network HTTP resources are located by
   a) Uniform resource identifier
   b) Unique resource locator
   c) Unique resource identifier
   d) None of the above
44. Which of offline payment mode?
   a) Cash on delivery
   b) Cash before delivery
   c) Credit card
   d) Both a) and b)

45. Which of the following is not a search engine?
   a) Google
   b) Yahoo
   c) MS Word
   d) Bing

46. ____________ is science and art of transforming messages to make them secure and immune to attacks.
   a) Cryptography
   b) Cryptoanalysis
   c) Either a) or b)
   d) Neither a) nor b)

47. Before use of DBMS, information was stored using
   a) Cloud storage
   b) Data system
   c) File management
   d) None of the above
48. To create a new table in which you don’t need to specify the field type and size
   a) Create table in design view
   b) Create table using wizard
   c) Create table by entering data
   d) All of the above

49. Which of the following is not the layer of TCP/IP protocol?
   a) Physical layer
   b) Link layer
   c) Network layer
   d) Transport layer

50. In computer security ___________ means that computer system assets can be modified only by authorized parties.
   a) Confidentiality
   b) Integrity
   c) Availability
   d) Authenticity

51. Null is
   a) Same as Zero for integer
   b) Same as blank for character
   c) Both a) and b)
   d) Not a value

SPACE FOR ROUGH WORK

C
52. Which of the following gives a logical structure of the database graphically?
   a) Entity relationship diagram
   b) Entity diagram
   c) Database diagram
   d) Architectural representation

53. The extension of Microsoft Power Point 2016 file is
   a) Pptx
   b) Doc
   c) Ppt
   d) exe

54. The process of transferring files from the computer on the internet to your computer is
   a) Uploading
   b) Forwarding
   c) ftp
   d) Downloading

55. HTML tag for the largest heading is
   a) <head>
   b) <h6>
   c) <heading>
   d) <h1>

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