

- 2024

(1st Semester)

SKILL ENHANCEMENT COURSE

(Computer Applications)

- Full Marks : 37.5*

Pass Marks : 40%

- Time: 2 Hours*

- The figures in the margin indicate full marks for the questions.*

b) Explain briefly the components of windows. (5)

- ### PART : A – OBJECTIVE

b) Explain briefly Windows Accessories. (5)

- I. Choose the most appropriate answer. (½x15=7½)

1. Which of the following is known as the language made up of binary-coded instructions?

- a) High level b) BASIC
c) C d) Machine

2. is an emerging branch in computer science, which interprets means and method of making computers think like human beings.

a) Block chain
b) VR
c) AI
d) Cloud computing

- b) Explain the features of InDesign. (5)

Ba/Bc/COMP/SEC-1

(Turn Over)

(2)

3. A computer that operates on digital data.
a) Remote b) Hybrid
c) Analog d) Digital
4. PDA stands for?
a) Personal Digital Applications
b) Private Digital Applications
c) Personal Digital Assistant
d) Private Digital Assistant
5. Which component of Microsoft Windows provides the ability to view and change system settings?
a) My Computer b) Control Panel
c) Task bar d) Desktop
6. Which of the following is the smallest unit of data in a computer?
a) Bit b) KB
c) Nibble d) Byte
7. The primary circuit board inside a PC is
a) CPU b) CMOS
c) Motherboard d) Power Supply
8. Which feature of MS Word displays information about the currently active document.
a) Work Area b) Scroll Bar
c) Ruller Bar d) Status Bar
9. The commands to change the size of the page, indentation, line spacing and text wrapping are present in which tab?
a) Home b) Page Layout
c) Insert d) View

(Continued)

(3)

10. File Format for the documents created in PowerPoint 2007 version is
a) .ppt b) .pptx
c) .ppxt d) .ptx
11. Which function in MS Excel is used to display the current date?
a) NOW b) DATE
c) DATEDIF d) TODAY
12. are specific web sites that help the users to find information stored on the Internet.
a) Internet b) Websites
c) Browser d) Search engine
13. The first basic version of Photoshop was developed by
a) Thomas b) John Knoll
c) Thomas and John Knoll d) Adobe
14. InDesign is used for
a) Graphic designing b) Book designing
c) Marketing and advertising d) All of the mentioned
15. It is the collection of pictures available in the PowerPoint
a) Pictures b) Clip Art
c) Animation d) All of the mentioned
- II. Write short answers on **any five** (5) of the following. (5x1=5)
1. What is a computer?
 2. What is application software?
 3. What is Firmware?
 4. What is mini toolbar?
 5. What is a cell in MS Excel?
 6. What is MS PowerPoint?

(Turn Over)