

# FC-28

## Computers in Business Operation-I (Subsidiary)

Time : 3 Hours]

[Total Marks : 35

1. (y) fkbÁpwhLkku ç÷krf zkpokk{ Ekne íkukk rÖrÖÄ ¼koku rÖpu Mk{ÖÖkP 3
- (çk) xtf LkkÄ ÷¾kP 3
- (1) {u{he (Memory)
- (2) r«Lxh (Printer)
- (f) fkbÁpwhLkkt sËk sËk úk{k{kt WÁkpokk rÖpu xtf{kt sýkÖkP 1
- yúö**
1. (y) fkbÁpwh yk÷u pP sËk sËk fkbÁpwhLkkt «fkhku rÖpu LkkÄ ÷¾kP 3
- (çk) nkzÖh yLku Mku/xÖh Öá[ukku íkVköík ÷¾kP 1
- (f) xtf LkkÄ ÷¾kP 3
- (1) Mflkh (Scanner)
- (2) fe-çkkozo (Keyboard)
2. (y) Lke[u Èhpö÷ rÖpu í\kVköík ÷¾kP 2
- (1) GUI (öküVf÷ píf h ELxhVMk)
- (2) CUI (fínfxh píf h ELxhVMk)
- (çk) 'Vke÷' yLku 'Vközh' rÖpu LkkÄ ÷¾kP 1
- (f) 'ykvMk ykoku{pLk' yk÷u pP ík{k{kt WÁkpokk{kt ÷Ökíkk sËk sËk MkkÁLkku rÖpu ÷¾kP 4
- yúö**
2. (y) ykÁkhÖxok rMMx{ pü AP fkbÁpwh{kt WÁkpokk{kt ÷Ökíke sËe sËe ykÁkhÖxok rMMx{ rÖpu Mk{ÖÖkP 2
- (çk) 'rhMkEf÷ rçkLk' (Recycle Bin) rÖpu LkkÄ ÷¾kP 1
- (f) ykvMk ykoku{pLk{kt WÁkpokk{kt ÷Ökíke sËe sËe rMMx{ rÖpu rÖökíkökh Mk{ÖÖkP 4
3. (y) MS-Word {kt 'Find & Replace' OptionLkkt WÁkpokk rÖpu ÷¾kP 3
- (çk) Lke[u sýkÖ÷ ¾hk/¾kuk sýkÖku 2
- (1) Özúke Vke÷Lku Extension Lk{ .TXT nkP Au
- (2) çku {íkkukku MkhÖkku MS-Word {kt Úke pfu Au
- (f) MS-Word {kt ykÖíkk CHANGE CASE Option rÖpu Mk{ÖÖkP 2

**yúö**

3. (y) ðzæ{kt ykðíkk 'E÷ {só rðþu WÉknhy MkrnÍk M{ððkÍP 3
- (çk) ¾k÷e sðPk Ákþku :
- (1) ðzæke VKE÷ Mkd fhðk {lxu \_\_\_\_\_(fe) Lkku WÁkþkøk Úkkþ Au 2
- (2) ðzæ{kt yúkhkúke MKEÍ ðÁkhðk \_\_\_\_\_ (fe)Lkku WÁkþkøk Úkkþ Au
- (f) Lke[u Éþkð÷e rðþu xÍf LkKÁ ÷¾ku : 2
- (1) {kku (Macro) (2) ðzæ{kt ykðíkk xÍ÷çkhh

4. (y) ðzæ{kt ykðíkk Format Menu Lkt [kh Option rðþu M{ððkÍP 2
- (çk) {kku (Macro) y÷u þÍP MS-Word {kt {kku çkLkððk (Create) {lxu yLku {kku (Run) fhðk rðþu M{ððkÍP 2
- (f) MS-Excel Lkku þYykÍkLkku Mçelk Ékne íkúkk sÉk sÉk ¼køkku rðþu M{ððkÍP 3

### yúðk

4. (y) MS-Word {kt ykðíkk Table Menu Lkt øk{u íku [kh rðþu ÷¾kÍP 2
- (çk) 'News Paper Column' ðzæ{kt çkLkððk rðþu rðökíðkh ÷¾kÍP 2
- (f) Lke[úkkLke ÓþkÍþk ykÁkkÍP (Excel Lk MÈ¼æ{k) 3
- (1) Mke- (Celles)
- (2) ðfþex (Worksheet)
- (3) ðfçkf (Workbook)

5. (y) ¾k÷e sðPk Ákþku - 3
- (1) Excel {kt \_\_\_\_\_ hku (Row) yLku \_\_\_\_\_ fku- { (Column) nkþ Au
- (2) Excel Lke VKE÷Lku yúxluþLk \_\_\_\_\_ nkþ Au
- (3) Excel {kt \_\_\_\_\_ VÍþLkLke {ÉÉúke Mkkúke {kæe æ{ík {ðu Au
- (çk) Lke[u sýkð÷e VÍþLk M{ððkÍP 2
- (i) SUM( ) (ii) INT( ) (iii) ROUND( ) (iv) RAND( )
- (f) Excel {kt ykðíkk sÉk sÉk «fkhLkt økÍV (Graph) rðþu xÍf{kt M{ððkÍP 2

### yúðk

5. (y) Lke[úkk rðÁkLkku ¾hk Au fu ¾køk íku sýkðkÍP 3
- (1) AVG( ) VÍþLkLke {ÉÉúke Mkhþkþ þkÁe þfkþ Au
- (2) Cell Lke æ{ík MvÁkhðk {lxu (Edit fhðk) F3 key Lkku WÁkþkøk Úkkþ Au
- (3) Excel {kt ðfþexLku Lk{ çkÉ÷e þfkÍku Lkúke.
- (çk) Excel {kt Autofill (ykkkuV÷) Lke WÁkþkøkÍk rðþu ÷¾kÍP 2
- (f) Excel {kt Data (zæk) Lku Sort fhðk {lxu rðökíðkh íçk-k sýkðkÍP 2

Seat No: \_\_\_\_\_

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Time : 3 Hours]

[Total Marks : 35

1. (A) Draw a block diagram of computer and explain its various parts. **3**  
(B) Write short notes on the following : **3**  
(i) Memory  
(ii) Printer  
(C) Write different uses of computers in various fields. (In short) **1**

**OR**

1. (A) What is a Computer ? Explain different types of computers in detail. **3**  
(B) Write difference between hardware and software. **1**  
(C) Write short notes on the following : **3**  
(i) Scanner  
(ii) Keyboard

2. (A) Write difference of the following : **2**  
(1) GUI (Graphical User Interface)  
(2) CUI (Character User Interface)  
(B) Write about 'File' & 'Folder'. **1**  
(C) What is Office Automation ? Explain various components used in Office Automation. **4**

**OR**

2. (A) What is an Operating System ? Write about different types of operating systems in detail. **2**  
(B) Write a note on 'Recycle Bin'. **1**  
(C) Explain various systems used for Office Automation. **4**

3. (A) What is the use of 'Find & Replace' in MS-Word ? **3**  
(B) State if the following statements are True or False ? **2**  
1. Extension name of all Word file is .TXT  
2. Sum of two values is possible in MS-Word.  
(C) Explain about CHANGE CASE option in MS-Word. **2**

**OR**

3. (A) Explain 'Mail Merge' with appropriate example. 3  
 (B) Fill in the blanks : 2  
 1. To save the file in MS-Word \_\_\_\_\_ key is used.  
 2. To increase font-size in MS-Word \_\_\_\_\_ key is used.  
 (C) Write notes on any **one** of the following : 2  
 1. Macro 2. Toolbar in MS-Word

4. (A) Explain any four options of Format menu? 2  
 (B) What is Macro? How to create and run a macro in MS-Word? 2  
 (C) Draw Starting Screen of MS-Excel & explain its various parts. 3

**OR**

4. (A) Explain any four options of Table Menu. 2  
 (B) What is 'News Paper Column' ? How to create it? Explain. 2  
 (C) Explain the following in Excel : 3  
 (i) Cells  
 (ii) Worksheet  
 (iii) Workbook.

5. (A) Fill in the blanks : 3  
 1. In Excel, there are \_\_\_\_\_ no. of rows and \_\_\_\_\_ no. of columns.  
 2. Extension name of any Excel file is \_\_\_\_\_ .  
 3. In Excel, \_\_\_\_\_ function is used to find the highest value.  
 (B) Explain the following functions in short : 2  
 (i) SUM( ) (ii) INT( )  
 (iii) ROUND( ) (iv) RAND( )  
 (C) Explain various/different types of graphs in excel. 2

**OR**

5. (A) State if the following statements are True or False: 3  
 (i) AVG( ) function is used to find average.  
 (ii) F3 key is used to edit the cell.  
 (iii) It is not possible to change the worksheet name.  
 (B) Write about Autofill feature in Excel. 2  
 (C) Explain about Sorting of data in Excel. 2