COMPUTER 7 - FIRST TERM (1)

Objective

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 30 min</th>
</tr>
</thead>
</table>

All questions are compulsory. Overwriting and cutting will not be rewarded.

Q1. Fill in the blanks with the appropriate words. 10

1. ________ are flat rectangles.
2. All the major functional components, like the processor and memory, are fixed onto the _________.
3. The fan keeps the _________ cool.
4. The operations a microprocessor performs are called the _________ of the processor.
5. Modern RAM is made of _________ circuitry.

Q2. Choose the correct answer and encircle it. 10

1. A driver acts like a ________ between the device and programs that use the device.
   a) translator  b) narrator  c) teacher  d) cleaner
2. When computer is switched on, the process of starting it is called
   a) cold booting  b) surfing  c) warm booting  d) entering
3. Microsoft Windows operating system is an example of
   a) DOS  b) GUI
c) Command-line interface  d) Mac OS

4. Some operating systems use the hard disk as memory. It is called
   a) the virtual memory  b) spooling
   c) sharing  d) networking

5. In multiprocessing, multiple programs (more than one programs) are executed on ________________ at same time.
   a) different processors  b) the same processor
   c) two processors  d) three processors

Subjective

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 60 min</th>
</tr>
</thead>
</table>

Attempt all questions. All questions carry equal marks.

Q1. How many shapes does a desktop system box have? Describe them.

Q2. Name the components of the motherboard.

Q3. How is the operating system different from the application software?

Q4. How is a new folder created at some specific location using the Window Explorer?
## Practical

<table>
<thead>
<tr>
<th>Marks 10</th>
<th>Time 30 min</th>
</tr>
</thead>
</table>

1. Open a system unit in the presence of your teacher and recognize the following:
   i. motherboard  
   ii. processor  
   iii. RAM  
   iv. hard disk  

2. Start the computer and open any two application software.
COMPUTER 7 - SECOND TERM (1)

Objective

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 30 min</th>
</tr>
</thead>
</table>

All questions are compulsory. Overwriting and cutting will not be rewarded.

Q1. Choose the correct answer and encircle it. 10

i. Number of digits in a bar code is
   a) 8  
   b) 9  
   c) 10 
   d) 12 

ii. The first digitally operated robot was
    a) Anthill
    b) Esther
    c) Unimate
    d) Robotoy

iii. A cell phone is basically a
     a) radio
     b) T.V.
     c) landline phone
     d) satellite

iv. Bright colors added to the images obtained through a satellite are called
    a) power colors
    b) true colors
    c) real colors
    d) false colors

v. Bluetooth is based on
    a) x-rays
    b) magnetic waves
    c) radio waves
    d) solar rays
Q2. Fill in the blanks with appropriate words. 10
1. A presentation is an instructional message consisting of ___________.
2. __________ fill fills an area with some pattern.
3. Slide transitions are __________ that appear between slides.
4. In order to run a presentation, click the __________ button on the status bar.
5. You can save your presentation by clicking the __________ button on the Quick Access toolbar.

**Subjective**

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 60 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempt all questions. All questions carry equal marks.</td>
<td></td>
</tr>
<tr>
<td>Q1. Explain how bar-code reader works.</td>
<td></td>
</tr>
<tr>
<td>Q2. What can robots do for us? Explain.</td>
<td></td>
</tr>
<tr>
<td>Q3. What is a multimedia presentation?</td>
<td></td>
</tr>
<tr>
<td>Q4. What is the ribbon tab? What do you see after clicking some ribbon tab?</td>
<td></td>
</tr>
</tbody>
</table>

**Practical**

<table>
<thead>
<tr>
<th>Marks 10</th>
<th>Time 30 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepare a presentation on the topic Parts of a Computer. The presentation should be template based. It must include relevant pictures also. 10</td>
<td></td>
</tr>
</tbody>
</table>
Objective

All questions are compulsory. Overwriting and cutting will not be rewarded.

Q1. Tick T for true and F for false statements. 10

1. A threat is a possible danger to a system. T F
2. A virus may infect a CD-ROM drive. T F
3. Some viruses become active without a trigger. T F
4. The key difference between a virus and a worm is the manner in which it reproduces and spreads. T F
5. Some websites distribute viruses. T F

Q2. Fill in the blanks with appropriate words. 10

1. A spreadsheet aids ________ decisions.
2. ________ is a button in the upper left corner of the Excel window.
3. Ctrl+G opens the ________ dialog box.
4. Click G9 cell, the cell gets ________.
5. Wrap Text button is in the ________ tool group.
Subjective

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 60 min</th>
</tr>
</thead>
</table>

Attempt all questions. All questions carry equal marks.

Q1. What is a trigger? Explain with an example.

Q2. Where do viruses come from?

Q3. What auto fill options are available in the MS Excel? How to use them?

Q4. Write Excel formulas for summation, square and average.

Practical

<table>
<thead>
<tr>
<th>Marks 10</th>
<th>Time 30 min</th>
</tr>
</thead>
</table>

1. Apply different background colors to column labels and the contents of each column. 5

2. Make a schedule of scanning of your system. 5
Q1. Fill in the blanks with the appropriate words. 10

1. _______ are flat rectangles.
2. All the major functional components, like the processor and memory, are fixed onto the _________.
3. The driver accepts __________ from a program and then translates them into specialized commands for the device.
4. A utility program or utility is a program that performs a specific task related to the __________, resources, or files.
5. Windows configure both the _______ and _________.
6. The bar code reader uses a _________ beam.
7. Robots cannot solve a _________ like human beings.
8. A presentation is an instructional message consisting of _________.
9. _______ fill fills an area with some pattern.
10. Electronic mail is shortly called _________.

All questions are compulsory. Overwriting and cutting will not be rewarded.
Q1. Tick T for true and F for false statements.

1. Graphics design and editing software is a productivity software.  
   T  F

2. NTFS is short for New Testing File System.  
   T  F

3. The image viewer allows to retrieve the deleted image files.  
   T  F

4. The 12-digit number below the bar code is called URL.  
   T  F

5. Robots function only on command.  
   T  F

6. It took the courier some time, almost always an hour, to deliver the mail.  
   T  F

7. The part of the email address before the ‘@’ sign is the local part of the address.  
   T  F

8. A threat is a possible danger to a system.  
   T  F

9. A virus may infect a CD-ROM drive.  
   T  F

10. Non-financial or even non-numeric data can be analyzed in a spreadsheet format.  
    T  F
Subjective

Marks 20 | Time 90 min

Attempt all questions. All questions carry equal marks.

Q1. Write a note on any two of the following:
   - CPU chip, Floppy controller, CMOS battery.

Q2. Write any two functions of Windows operating system briefly.

Q3. Why is the fingerprint reader a better security measure than a password?

Q4. Write five advantages of an email.

Practical

Marks 10 | Time 30 min

1. Uninstall and reinstall the RAM. 5
2. Prepare a presentation and run the slide in your computer lab. 5
COMPUTER 7 - FIRST TERM (2)

Objective

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 30 min</th>
</tr>
</thead>
</table>

All questions are compulsory. Overwriting and cutting will not be rewarded.

Q1. Circle the correct answer. (any five) 10

1. The combination of some components and their relationship makes
   a) a system  
   b) a unit  
   c) hardware  
   d) processor

2. Which is not a name for the motherboard?
   a) circuit board  
   b) mainboard  
   c) system board  
   d) logic board

3. CMOS is short for
   a) Complementary Metal Oxide Semiconductor  
   b) Complex Metal Oxide Semiconductor  
   c) Comprehensive Metal Oxide Semiconductor  
   d) Complete Metal Oxide Semiconductor

4. ______ memory can be accessed even before the RAM.
   a) Cache  
   b) Primary  
   c) Secondary  
   d) USB

5. The part where actual computations take place is
   a) the ALU  
   b) the CPU  
   c) the RAM  
   d) the motherboard.
6. Term “mass storage” is a synonym for
   a) secondary memory   b) primary memory
   c) tertiary memory   d) USB memory

Q2. Label the different parts of the motherboard

---

Subjective

Marks 20  Time 90 min

Attempt all questions. All questions carry equal marks.

Q1. What is the system unit?

Q2. Describe the parts of a microprocessor.

Q3. What is the educational software? How can it be useful to students?
Q4. Name the image viewer used in Windows XP. Describe its functions.

**Practical**

<table>
<thead>
<tr>
<th>Marks 10</th>
<th>Time 30 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Uninstall and reinstall all the extension cards onto the motherboard.</td>
<td>5</td>
</tr>
</tbody>
</table>

**COMPUTER 7 - SECOND TERM (2)**

**Objective**

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 30 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>All questions are compulsory. Overwriting and cutting will not be rewarded.</td>
<td></td>
</tr>
</tbody>
</table>

Q1. Fill in the blanks with appropriate words. 10

A. The bar code reader uses a _______ beam.
B. Robots cannot solve a _______ like human beings.
C. Newer phones also provide Internet services such as _______ and ______.
D. GPS is a collection of _______ satellites.
E. Bluetooth works efficiently within a range of _____ feet.
Q2. Choose the correct answer and encircle it.  

1. Multimedia uses
   a) text           b) audio
   c) graphics and animation  d) several different media

2. Office Button is on
   a) top-left corner      b) top right corner
   c) bottom right corner  d) bottom left corner

3. Dialog Box Launch Arrow is part of
   a) tool groups         b) Office button
   c) placeholders        d) status bar

4. The arrangement of all the items that make up your slide, such as title, graphics or text boxes is called
   a) slide layout        b) slide
   c) presentation        d) template

5. The name of the program and the presentation displayed on
   a) title bar            b) status bar
   c) scroll bar           d) Home ribbon
Subjective

Marks 20

Time 90 min

Attempt all questions. All questions carry equal marks.

Q1. What is the structure of a cellphone?

Q2. How many parts does a satellite have? Explain the role of control system.

Q3. Name and differentiate among different fill styles.

Q4. What is junk mail?

Practical

Marks 10

Time 30 min

1. Create an email account on Yahoo! Mail. 5
COMPUTER 7 - THIRD TERM (2)

Objective

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 30 min</th>
</tr>
</thead>
</table>

All questions are compulsory. Overwriting and cutting will not be rewarded.

Q1. Choose the correct answer and encircle it. 10

1. Techniques for protecting your system are called
   a) countermeasures       b) antivirus activation
   c) scanning             d) spam

2. Jerusalem B activates itself every
   a) Friday the 13th       b) Friday the 18th
   c) Friday the 17th       d) Friday the 12th

3. The software used to detect security holes in a computer, server, network, etc. are called
   a) vulnerability scanners b) threat scanners
   c) virus scanners        d) email scanners

4. A virus definition is also called
   a) virus signature       b) malware
   c) printware            d) firewall

5. Which is the more harmful?
   a) virus                 b) adware
   c) worm                  d) spyware

Q2. Tick T for true and F for false statements. 10

1. Non-financial or even non-numeric data can be analyzed in a spreadsheet format.  
   T  F
2. Gnumeric is not a spreadsheet program.  
3. The combination of the name of a column and the name of a row make up a row address.  
4. Press the F8 key. This anchors the cursor.  
5. = is the answer sign in MS Excel. 

Subjective

<table>
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</tr>
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<tr>
<td>Attempt all questions. All questions carry equal marks.</td>
<td></td>
</tr>
</tbody>
</table>

Q1. Why are spreadsheets made on computers advantageous?

Q2. What types of charts can be inserted in the MS Excel? Describe the method of inserting a chart in a spreadsheet.

Q3. How is vulnerability different from a threat?

Q4. Why is spyware malicious?

Practical

<table>
<thead>
<tr>
<th>Marks 10</th>
<th>Time 30 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>Download and install Avast antivirus.</td>
<td>10</td>
</tr>
</tbody>
</table>
Objective

Marks 20

Time 30 min

All questions are compulsory. Overwriting and cutting will not be rewarded.

Q1. Tick T for true and F for false statements. 10

1. Press the F8 key. This anchors the cursor. T F
2. = is the answer sign in MS Excel. T F
3. When a single system is hacked, it becomes possible to hack the network. T F
4. If the web browser alerts you about some kind of phishing activity, do not care and open the website. T F
5. Click the Reply button. A new message box opens. T F
6. Signing out means you close your inbox to view other folders T F
7. Solid fill is an even color not shaded or variegated T F
8. The Custom animation panel appears on the left-hand side of the current slide. T F
9. Most of the satellites use dry cells for energy. T F
10. GPS data cannot show whether the position being measured is moving. T F
Q1. Fill in the blanks with appropriate words. 10

1. Wrap Text button is in the _________ tool group.

2. The Fill Color button is used to apply _________ to the selected cells.

3. The key to the chart is called the _________.

4. Buy registered software since pirated software are often _________.

5. Keep Windows Firewall _________.

6. By clicking the _________, you can see the emails received by you.

7. Cc is short for _________.

8. In order to run a presentation, click the _________ button on the status bar.

9. You can save your presentation by clicking the _________ button on the Quick Access toolbar.

10. Bluetooth works efficiently within a range of _________ feet.
Subjective

<table>
<thead>
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<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

Q1. What is the difference between a cell and a row? 3
Q2. What precautionary measures can be taken to keep away from viruses? 7
Q3. Write five advantages of an email. 3
Q4. Define slide and slide show? 7

Practical

<table>
<thead>
<tr>
<th>Marks 10</th>
<th>Time 30 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Uninstall and reinstall the processor. 5</td>
<td></td>
</tr>
<tr>
<td>2. Reply an email sent to you from your teacher 5</td>
<td></td>
</tr>
</tbody>
</table>
**Computer 7 - First Term (3)**

**Objective**

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 30 min</th>
</tr>
</thead>
</table>

All questions are compulsory. Overwriting and cutting will not be rewarded.

**Q1. Fill in the blanks with appropriate words.** 10

1. The driver accepts ____________ from a program and then translates them into specialized commands for the device.

2. A utility program or utility is a program that performs a specific task related to the ____________, resources, or files.

3. Windows configure both the __________ and __________.

4. The CD-ROM drive has the first available letter following the ____________ letters.

5. The child programs are called threads and the top most program is called ____________ program.

**Q2. Tick T for true and F for false statements.** 10

1. Graphics design and editing software is productivity software.  
   - True (T)  - False (F)

2. NTFS is short for New Testing File System.  
   - True (T)  - False (F)

3. The image viewer allows retrieving the deleted image files.  
   - True (T)  - False (F)
4. Spooling is a technique in which an operating system uses buffers.  
   T F
5. The operating system loads the data and programs into RAM and allocates the memory areas and manages them properly.  
   T F

**Subjective**

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 90 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempt all questions. All questions carry equal marks.</td>
<td></td>
</tr>
</tbody>
</table>

Q1. What do you understand by compatibility of a processor?  
   5
Q2. What is the difference between the primary and secondary memory?  
   5
Q3. Name the image viewer used in Windows XP. Describe its functions.  
   5
Q4. Explain the following tasks of an operating system:  
   i Multiprogramming  
   ii Multitasking  
   5

**Practical**

<table>
<thead>
<tr>
<th>Marks 10</th>
<th>Time 30 min</th>
</tr>
</thead>
</table>
| 1. Uninstall and reinstall the processor.  
   5 |
| 2. Recognize expansion cards and expansion slots.  
   5 |
COMPUTER 7 - SECOND TERM (3)

Objective

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 30 min</th>
</tr>
</thead>
</table>

All questions are compulsory. Overwriting and cutting will not be rewarded.

Q1. Tick T for true and F for false statements. 10

1. The 12-digit number below the bar code is called URL.  T F
2. Robots function only on command.  T F
3. Cellphone is a miniature computer.  T F
4. Most of the satellites use dry cells for energy.  T F
5. GPS data cannot show whether the position being measured is moving.  T F
6. PowerPoint is a presentation program by Open Office.org.  T F
7. Notes pane is a pane above the status bar.  T F
8. Zoom Slider lets you zoom your slide in only.  T F
9. Solid fill is an even color not shaded or variegated.  T F
10. The Custom animation panel appears on the left-hand side of the current slide.  T F
Q2. Label the components of the PowerPoint window. 10

Subjective

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Attempt all questions. All questions carry equal marks.</td>
<td></td>
</tr>
<tr>
<td>Q1. How do you define a position through GPS?</td>
<td>5</td>
</tr>
<tr>
<td>Q2. What is junk mail?</td>
<td>5</td>
</tr>
<tr>
<td>Q3. Write five advantages of an email.</td>
<td>5</td>
</tr>
<tr>
<td>Q4. Name and differentiate among different fill styles</td>
<td>5</td>
</tr>
</tbody>
</table>
Practical

Marks 10  Time 30 min

1. Prepare a presentation of 3 slides, change the theme, insert 3 different pictures, and run it. 5

COMPUTER 7 - THIRD TERM (3)

Objective

Marks 20  Time 30 min

All questions are compulsory. Overwriting and cutting will not be rewarded.

Q1. Fill in the blanks with appropriate words. 10

1. The ________ virus refuses to let you save your document after you have made changes.

2. The biggest danger with a worm is its capability to ________ itself.

3. Some adware also transmit secret information. This type of detective adware is called ________.

4. Buy registered software since pirated software are often ________.

5. Keep Windows Firewall ________.
Q2. Choose the correct answer.  
1. Manually constructing spreadsheets was  
   a) easier  
   b) impossible  
   c) time consuming  
   d) interesting  
2. The Name Box is on the left of the  
   a) Formula bar  
   b) Scroll bar  
   c) Status bar  
   d) Home ribbon  
3. Which key is pressed to open the Go To dialog box?  
   a) F5  
   b) F7  
   c) F8  
   d) F12  
4. * is the sign of  
   a) multiplication  
   b) addition  
   c) division  
   d) decimal point  
5. =SQRT(A8) is the formula that determines the  
   a) square root  
   b) square  
   c) quarter  
   d) percentage  

Subjective

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 90 min</th>
</tr>
</thead>
</table>

Attempt all questions. All questions carry equal marks.  
Q1. Where do viruses come from?  
Q2. What do you know about the host?  
Q3. What is the difference between a cell and a row?  
Q4. Write Excel formulas for summation, square and average.
**Practical**

Marks 10 | Time 30 min
---|---
1. Move and select different cells using different methods. | 5
2. Apply different background colors to column labels and the contents of each column. | 5

**COMPUTER 7 - ANNUAL (3)**

Objective

Marks 20 | Time 30 min
---|---

All questions are compulsory. Overwriting and cutting will not be rewarded.

Q1. Choose the correct answer and encircle it. 10

1. Some operating systems use the hard disk as memory. It is called
   a) the virtual memory  b) spooling
   c) sharing  d) networking

2. In multiprocessing, multiple programs (more than one programs) are executed on _________ at same time.
   a) different processors  b) the same processor
   c) two processors  d) three processors

3. A cell phone is basically a
4. Bright colors added to the images obtained through a satellite are called
   a) power colors   b) true colors
   c) real colors    d) false colors.

5. Dialog Box Launch Arrow is part of
   a) tool groups   b) Office button
   c) placeholders  d) status bar

6. The arrangement of all the items that make up your slide, such as title, graphics or text boxes is called
   a) slide layout   b) slide
   c) presentation  d) template

7. Emails are received in which folder?
   a) Inbox   b) Junk
   c) Sent     d) Inbox and Junk/Spam

8. Cc is short for
   a) carbon paper   b) create contact
   c) carbon copy   d) clear customer

9. The software used to detect security holes in a computer, server, network, etc. are called
   a) vulnerability scanners   b) threat scanners
   c) virus scanners          d) email scanners

10. A virus definition is also called
    a) virus signature   b) malware
    c) printware        d) firewall
Q2. Fill in the blanks with appropriate words.  

1. Windows configure both the _______ and ________.
2. The CD-ROM drive has the first available letter following the __________ letters.
3. Newer phones also provide Internet services such as __________ and __________.
4. GPS is a collection of _______ satellites.
5. Slide transitions are ___________ that appear between slides.
6. In order to run a presentation, click the ________ button on the status bar.
7. Email address is provided to you by the __________.
8. By clicking the _________, you can see the emails received by you.
9. Some adware also transmit secret information. This type of detective adware is called _________.
10. Buy registered software since pirated software are often ________.
Subjective

Marks 20 | Time 90 min
---|---
Attempt all questions. All questions carry equal marks.

Q1. Describe any three the parts of a microprocessor. 4
Q2. Write any three functions of Windows operating system briefly. 4
Q3. What can robots do for us? Explain. 4
Q4. How many parts does a satellite have? Explain the role of control system. 4
Q5. What precautionary measures can be taken to keep away from viruses? 4

Practical

Marks 10 | Time 30 min
---|---

1. Perform full system scan with the help of antivirus installed on the computer. 5
2. Prepare a spreadsheet to show the monthly expenses of your home. 5
Part A – Multiple Choice Questions

<table>
<thead>
<tr>
<th>Marks 50</th>
<th>Time 20 min</th>
</tr>
</thead>
</table>

Attempt all questions. Over-writing or cutting will not be rewarded.

Q1. Encircle the correct option. 5x2

1. CMOS is short for
   a) Complementary Metal Oxide Semiconductor
   b) Complex Metal Oxide Semiconductor
   c) Comprehensive Metal Oxide Semiconductor
   d) Complete Metal Oxide Semiconductor

2. The part where actual computations take place is
   a) The ALU
   b) The CPU
   c) The RAM
   d) The motherboard.

3. The newest standard for expansion cards on personal computers is
   a) PCI Express
   b) PCI
   c) AGP
   d) ISA

4. When computer is switched on, the process of starting it is called
   a) cold booting
   b) surfing
   c) warm booting
   d) entering

5. Bad sector is an area on a disk that cannot____________.
   a) store data
   b) read data
   c) read and store data
   d) play movies
Q2. Fill in the blanks.  
1. __________ was the predecessor to PCI.  
2. The fan keeps the ____________ cool.  
3. A utility program or utility is a program that performs a specific task related to the ____________, resources, or files.  
4. Windows configure both the _________ and __________.  
5. The ____________ is also called the end-user application.

Q3. Tick T if the statement is true or F if the statement is false.  
1. Graphics design and editing software is productivity software.  
2. The image viewer allows to retrieve the deleted image files.  
3. Spooling is a technique in which an operating system uses buffers.  
4. The configuration does not work in the software settings.  
5. When you turn on the computer, the electric signals make active the memory chip.
Q4. Name the following storage media (any five).  

Part B - Open Ended Questions

<table>
<thead>
<tr>
<th>Marks 30</th>
<th>Time 50 min</th>
</tr>
</thead>
</table>

Q1. a) How many shapes does a desktop system box have? Describe them.  

b) Name the components of the motherboard  

c) Write about the following types of slots:  
i. AGP (Accelerated Graphics Port)  
ii. PCI Express  
iii. ISA (Industry Standard Architecture).  

Q2. a) Define utility programs and explain their functions.
b) What is the educational software? How can it be useful to students?  

Part - C Practical Work

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 20 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Open a system unit in the presence of your teacher and recognize the following:</td>
<td></td>
</tr>
<tr>
<td>i. Motherboard  ii. Processor</td>
<td></td>
</tr>
<tr>
<td>iii. RAM  iv. Hard disk</td>
<td></td>
</tr>
<tr>
<td>2. Uninstall and reinstall the RAM.</td>
<td></td>
</tr>
<tr>
<td>3. Recognize expansion cards and expansion slots.</td>
<td></td>
</tr>
<tr>
<td>4. Uninstall and reinstall all the extension cards onto the motherboard.</td>
<td></td>
</tr>
</tbody>
</table>
Part A – Multiple Choice Questions

Marks 50 | Time 20 min

Attempt all questions. Over-writing or cutting will not be rewarded.

Q1. Encircle the correct option. 8x2

Number of digits in a bar code is
a) 8 
 b) 9 
 c) 10 
 d) 12

2. A cell phone is basically a
a) radio 
 b) T.V. 
 c) landline phone 
 d) satellite

3. Bluetooth is based on
a) x-rays 
 b) magnetic waves 
 c) radio waves 
 d) solar rays.

4. Office Button is on
a) top-left corner 
 b) top right corner 
 c) bottom right corner 
 d) bottom left corner

5. The name of the program and the presentation displayed on
a) Title bar 
 b) Status bar 
 c) Scroll bar 
 d) Home ribbon

6. Cc is short for
a) carbon paper 
 b) create contact
7. To quit from your open email account
   a) click Close button  
   b) click Sign out  
   c) click the Inbox  
   d) click Sent folder

8. An email delivers
   a) Instantly
   b) in an hour
   c) overnight
   d) after a week

Q2. Fill in the blanks. 

1. The bar code reader uses a __________ beam.
2. Robots cannot solve a __________ like human beings.
3. Newer phones also provide Internet services such as __________ and __________.
4. GPS is a collection of __________ satellites.
5. Bluetooth works efficiently within a range of _______ feet.
6. A presentation is an instructional message consisting of __________.
7. __________ fill fills an area with some pattern.
8. Slide transitions are __________ that appear between slides.
9. In order to run a presentation, click the __________ button on the status bar.
10. You can save your presentation by clicking the __________ button on the Quick Access Toolbar.
Q3. Tick T if the statement is true or F if the statement is false.

1. It took the courier some time, almost always an hour, to deliver the mail.  
   T  F

2. The part of the email address before the ‘@’ sign is the local part of the address.  
   T  F

3. Spam is a copy of the same message sent to many recipients at different times.  
   T  F

   T  F

5. Signing out means you close your inbox to view other folders.  
   T  F

6. Zoom Slider lets you zoom your slide in only.  
   T  F

7. Solid fill is an even color not shaded or variegated.  
   T  F
Part B - Open Ended Questions

<table>
<thead>
<tr>
<th>Marks 30</th>
<th>Time 50 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1.</td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td>Explain how bar code reader works. 5</td>
</tr>
<tr>
<td>b)</td>
<td>What is the use of the Bluetooth? 5</td>
</tr>
<tr>
<td>Q2.</td>
<td>Name and differentiate among different fill styles. 10</td>
</tr>
<tr>
<td>Q3.</td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td>Write five advantages of an email. 5</td>
</tr>
<tr>
<td>b)</td>
<td>How is the email different from the traditional mail? 5</td>
</tr>
</tbody>
</table>

Part - C Practical Work

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 20 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Prepare a presentation on the topic ‘Parts of a Computer’. There should be 3 slides in the presentation. (5)</td>
</tr>
<tr>
<td>2.</td>
<td>Run the slide in your computer lab in the presence of your classmates and your instructor. (5)</td>
</tr>
<tr>
<td>3.</td>
<td>Open your email account to read the emails you have received. (5)</td>
</tr>
<tr>
<td>4.</td>
<td>Reply an email sent to you from your teacher. (5)</td>
</tr>
</tbody>
</table>
Part A – Multiple Choice Questions

<table>
<thead>
<tr>
<th>Marks 50</th>
<th>Time 20 min</th>
</tr>
</thead>
</table>

Attempt all questions. Over-writing or cutting will not be rewarded.

Q1. Encircle the correct option. 10x2

1. Techniques for protecting your system are called
   a) counter measures  b) antivirus activation
   c) scanning          d) spam

2. Jerusalem B activates itself every
   a) Friday the 13th  b) Friday the 18th
   c) Friday the 17th  d) Friday the 12th

3. The software used to detect security holes in a computer, server, network, etc. are called
   a) vulnerability scanners  b) threat scanners
   c) virus scanners          d) email scanners

4. A virus definition is also called
   a) virus signature          b) malware
   c) printware                d) firewall

5. Which is the more harmful?
   a) virus                    b) adware
   c) worm                     d) spyware

16. Which key is pressed to open the Go To dialog box?
    a) F5                       b) F7
c) F8
d) F12

17. * is the sign of
   a) multiplication  
b) addition
   c) division       
d) decimal point

18. =SQRT(A8) is the formula that determines the
   a) square root   
b) square
   c) quarter      
d) percentage

19. =MAX(15,18,22,6,4) determines in a series the
   a) number of values  
b) highest value
   c) lowest value    
d) middle value

20. Before inserting a column, the data is arranged in
   a) rows         
b) columns
   c) either in rows or in columns
   d) in a single cell

Q2. Fill in the blanks. 10x2

1. The _______ virus refuses to let you save your document after you have made changes.

2. The biggest danger with a worm is its capability to _______ itself.

3. Some adwares also transmit secret information. This type of detective adwares is called _______.

4. Buy registered softwares since pirated softwares are often _______.

5. Keep Windows Firewall ________.

6. Ctrl+G opens the _________ dialog box.
7. Click G9 cell, the cell gets ________.
8. Wrap Text button is in the ________ tool group.
9. The Fill Color button is used to apply ________ to the selected cells.
10. The key to the chart is called the ____________.

Q3. Tick T for true and F for false statements. 5x2
1. Non-financial or even non-numeric data can be analyzed in a spreadsheet format.  
   - T  
   - F
2. Gnumeric is not a spreadsheet program.  
   - T  
   - F
3. The combination of the name of a column and the name of a row make up a row address.  
   - T  
   - F
4. Press the F8 key. This anchors the cursor.  
   - T  
   - F
5. = is the answer sign in MS Excel.  
   - T  
   - F

---

**Part B - Open Ended Questions**

<table>
<thead>
<tr>
<th>Marks 30</th>
<th>Time 50 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1.</td>
<td></td>
</tr>
<tr>
<td>a) How is vulnerability different from a threat? 5</td>
<td></td>
</tr>
<tr>
<td>b) Where do viruses come from? 7</td>
<td></td>
</tr>
<tr>
<td>c) Why is spyware malicious? 6</td>
<td></td>
</tr>
<tr>
<td>Q2.</td>
<td></td>
</tr>
<tr>
<td>a) What types of charts can be inserted in the MS Excel? Describe the method of inserting a chart in a spreadsheet. 6</td>
<td></td>
</tr>
</tbody>
</table>
Q3. b) Write Excel formulas for summation, square and average. 3x2

**Part - C Practical Work**

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 20 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Download from the internet and install Avast antivirus. (5)</td>
<td></td>
</tr>
<tr>
<td>2. Perform the system scan. (5)</td>
<td></td>
</tr>
<tr>
<td>3. Change the spreadsheet into a column chart. (5)</td>
<td></td>
</tr>
<tr>
<td>4. Prepare a spreadsheet to show your marks of all subjects. (5)</td>
<td></td>
</tr>
</tbody>
</table>
Part A – Multiple Choice Questions

<table>
<thead>
<tr>
<th>Marks 50</th>
<th>Time 30 min</th>
</tr>
</thead>
</table>

Attempt all questions. Over-writing or cutting will not be rewarded.

Q1. Encircle the correct option.  
10x2

1. The part where actual computations take place is
   a) the ALU  
   b) the CPU  
   c) the RAM  
   d) the motherboard.

2. The combination of some components and their relationship makes
   a) a system  
   b) a unit  
   c) hardware  
   d) processor

3. Microsoft Windows operating system is an example of
   a) DOS  
   b) GUI  
   c) Command-line interface  
   d) Mac OS

4. Some operating systems use the hard disk as memory. It is called
   a) the virtual memory  
   b) spooling  
   c) sharing  
   d) networking

5. Bright colors added to the images obtained through a satellite are called
   a) power colors  
   b) true colors  
   c) real colors  
   d) false colors.
6. Bluetooth is based on
   a) x-rays  
   b) magnetic waves
   c) radio waves  
   d) solar rays.

7. Dialog Box Launch Arrow is part of
   a) tool groups  
   b) Office button
   c) placeholders  
   d) status bar

8. The arrangement of all the items that make up your slide, such as title, graphics or text boxes is called
   a) slide layout  
   b) slide
   c) presentation  
   d) template

9. * is the sign of
   a) multiplication  
   b) addition
   c) division  
   d) decimal point

10. =SQRT(A8) is the formula that determines the
    a) square root  
    b) square
    c) quarter  
    d) percentage

Q2. Fill in the blanks. 10x2

1. The Fill Color button is used to apply _________ to the selected cells.

2. The key to the chart is called the ________________.

3. Email address is provided to you by the ____________.

4. By clicking the ____________, you can see the emails received by you.

5. Slide transitions are ___________ that appear between slides.

6. In order to run a presentation, click the ________ button
on the status bar.

7. GPS is a collection of _________ satellites.

8. Bluetooth works efficiently within a range of ______ feet.

9. The child programs are called threads and the top most program is called ____________ program.

10. To select a single icon, just ____________ it with the left mouse button.

Q3. Tick T for true and F for false statements. 5x2

1. Spooling is a technique in which an operating system uses buffers. T F

2. The operating system loads the data and programs into RAM and allocates the memory areas and manages them properly. T F

3. The 12-digit number below the bar code is called URL. T F

4. Robots function only on command. T F

5. PowerPoint is a presentation program by Open Office.org. T F

6. Notes Pane is a pane above the status bar. T F

7. The part of the email address before the ‘@’ sign is the local part of the address. T F

8. Spam is a copy of the same message sent to many recipients at different times. T F

9. A threat is a possible danger to a system. T F
10. A virus may infect a CD-ROM drive. **T**  **F**

**Part B - Open Ended Questions**

<table>
<thead>
<tr>
<th>Marks 30</th>
<th>Time 70 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1.  a) Describe the parts of a microprocessor. 6</td>
<td></td>
</tr>
<tr>
<td>b) Name the image viewer used in Windows XP. Describe its functions. 5</td>
<td></td>
</tr>
<tr>
<td>Q2.  a) What can robots do for us? Explain. 4</td>
<td></td>
</tr>
<tr>
<td>b) What is the ribbon tab? What do you see after clicking some ribbon tab? 5</td>
<td></td>
</tr>
<tr>
<td>Q3.  a) Write five advantages of an email. 5</td>
<td></td>
</tr>
<tr>
<td>b) Where do viruses come from? 5</td>
<td></td>
</tr>
</tbody>
</table>

**Part - C Practical Work**

<table>
<thead>
<tr>
<th>Marks 20</th>
<th>Time 20 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create an email account on Yahoo! Mail. (5)</td>
<td></td>
</tr>
<tr>
<td>2. Practice moving to and selecting different cells using different methods. (5)</td>
<td></td>
</tr>
<tr>
<td>3. Change the spreadsheet font to Arial and font size to 18 points. (5)</td>
<td></td>
</tr>
<tr>
<td>4. Uninstall and reinstall any extension cards onto the motherboard. (5)</td>
<td></td>
</tr>
</tbody>
</table>