

PART II — (10 × 1 = 10 marks)

Fill in the blanks.

- 46. RAM stands for \_\_\_\_\_.
- 47. Http stands for \_\_\_\_\_.
- 48. CUI stands for \_\_\_\_\_.
- 49. \_\_\_\_\_ is an extension of paint picture.
- 50. The minimum zoom percentage is \_\_\_\_\_.
- 51. \_\_\_\_\_ is a shortcut key to copy a text.
- 52. \_\_\_\_\_ is a shortcut key to select a document.
- 53. \_\_\_\_\_ is a shortcut key for justify a paragraph.
- 54. \_\_\_\_\_ is a shortcut key for subscript.
- 55. \_\_\_\_\_ is a default language.

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CDTP-1

CERTIFICATE PROGRAMME IN DTP  
OPERATOR — JANUARY, 2006.

Term-End Examination

WINDOWS AND MS WORD

Time : 2 hours

Maximum marks : 100

SECTION A — (1 Hour)

Note : Part I consists of 15 Short Answer Questions. Each question carries 3 marks and the answer should be in a few sentences. Students are required to answer any 10 Questions.

Part II consists of Match the following 10 questions, which carries 2 marks each.

PART I — (10 × 3 = 30 marks)

Short Answer Questions.

- 1. List the characteristics of computer.
- 2. What is CUI and GUI?

3. Write steps to create a Shortcut.
4. Explain finding lost files / Folders.
5. Explain Editing a Document.
6. What is the use of Recycle Bin?
7. List the sub programs available in accessories.
8. What is a Computer Virus?
9. How to create a Word Document?
10. Explain Drop Cap.
11. How to create an Index for the document?
12. Explain Header and Footer.
13. What is the difference between Hyperlink and Cross reference?
14. Explain Internet.
15. Write short notes on Mail merge.

PART II — (10 × 2 = 20 marks)

Match the following.

- | Column 1                    | Column 2                        |
|-----------------------------|---------------------------------|
| 16. Keyboard                | (a) Ctrl + G                    |
| 17. Alt + F4                | (b) CPU                         |
| 18. Shift + F7              | (c) Insert menu                 |
| 19. Auto Correct            | (d) Bullets and Numbering       |
| 20. Format menu             | (e) Tools menu                  |
| 21. Mother Board            | (f) Short Cut key for Shut down |
| 22. Central Processing Unit | (g) Short Cut key for Thesaurus |
| 23. Book mark               | (h) Input Device                |
| 24. Ctrl + H                | (i) Hard Ware                   |
| 25. Go To                   | (j) Replace                     |

SECTION B — (1 Hour)

Note: Part I consists of 20 Multiple Choice Questions, which carries 2 marks each and Part II consists of 10 Fill in the blanks, which carries 1 mark each.

PART I — (20 × 2 = 40 marks)

Multiple Choice Questions.

26. RAM – denotes
- (a) Random Access Memory
  - (b) Random Available Memory
  - (c) Both (a) and (b)
  - (d) None of the above.
27. 1 KB is equal to
- (a) 64 bytes
  - (b) 124 bytes
  - (c) 1024 bytes
  - (d) None of the above.
28. WFW stands for
- (a) Windows for Working class
  - (b) Windows for workbook
  - (c) Windows for Work group
  - (d) None of the above.

29. American Standard Code for Information Interchange contains

- (a) 0–250 characters
- (b) 0–155 characters
- (c) 0–200 characters
- (d) 0–255 characters.

30. The shortcut key to Redo an action

- (a) Ctrl + S
- (b) Ctrl + Y
- (c) Ctrl + Z
- (d) Ctrl + C.

31. The function key for save document

- (a) F8
- (b) F12
- (c) F2
- (d) F7.

32. The maximum zoom percentage is

- (a) 500%
- (b) 100%
- (c) 1%
- (d) 200%.

33. The file name can be upto a maximum of

- (a) 25
- (b) 15
- (c) 20
- (d) None.

34. First Generation Computer is

- (a) Transistor
- (b) Vaccum Tube
- (c) IC
- (d) None.

35. The short cut key to print  
(a) Ctrl + S (b) Ctrl + X  
(c) Ctrl + P (d) None.
36. Split option is used to split the document into  
(a) Panes (b) Lines  
(c) Words (d) None.
37. The short cut key for right alignment  
(a) Ctrl + L (b) Ctrl + F  
(c) Ctrl + R (d) Ctrl + J.
38. Formulas are always proceeded with  
(a) = Sign (b) % Sign  
(c) + Sign (d) × Sign.
39. The shortcut key for Page break  
(a) Ctrl + Enter (b) Ctrl + Del  
(c) Ctrl + Y (d) Ctrl + X.
40. The function key used for go to  
(a) F3 (b) F9  
(c) F5 (d) F6.

41. The default tab setting is  
(a) 0.5 (b) 0.6  
(c) 0.8 (d) 0.7.
42. F7 is the shortcut key to check for  
(a) Grammer (b) Language  
(c) Spelling (d) All of the above.
43. Drawing tool is used for  
(a) Type a text (b) Draw a picture  
(c) both (a) and (b) (d) None.
44. The shortcut key for New  
(a) Ctrl + O (b) Ctrl + N  
(c) Ctrl + S (d) None.
45. The transistor, a smaller and more reliable successor to the vaccum tube, was invented in :  
(a) 1927 (b) 1937  
(c) 1920 (d) 1947.