

MAHARASHTRA STATE BOARD OF SKILL DEVELOPMENT EXAMINATION, MUMBAI

Examination—July, 2020

CERTIFICATE COURSE IN STENOGRAPHY ENGLISH (FOR BLIND)

[TIME ALLOWED—3 HOURS]

(MARKS—100)

COMPUTER THEORY (THEORY-II)

Marks

1. (a) Fill in the blanks (any *five*) :— 5
- (i) Which shortcut key is used to insert a worksheet
 - (ii) We can restore deleted file from
 - (iii) OS means
 - (iv) PDF stands for
 - (v) A file having XLSX extension represents
 - (vi) Output of printer is called as
- (b) State *true* or *false* (any *five*) :— 5
- (i) To use E-mail you need E-mail account and internet connection.
 - (ii) It is not possible to recover E-mails deleted from trash.
 - (iii) Virus is not come with E-mail.
 - (iv) Modem converts data from a CD to Hard disk.
 - (v) GB means Giga Bytes.
 - (vi) Handheld PC and smart phone are different.
- (c) State long form (any *five*) :— 5
- (i) LED (ii) HTML (iii) LCD
 - (iv) USB (v) DNS (vi) GB.
- (d) Match the pairs :— 5
- | Group 'A' | Group 'B' |
|--------------------|--------------------------|
| (i) Recycle Bin | (a) Alt + f4 |
| (ii) Close Program | (b) Ctrl + Y |
| (iii) Redo | (c) Restore deleted file |
| (iv) Undo | (d) Primary Memory |
| (v) RAM | (e) Ctrl + Z. |
2. Attempt any *two* of the following questions :— 16
- (a) Describe how internet and web started ?
 - (b) What is tablet PC ? Describe the two basic types .
 - (c) Explain keyboard with its use.
 - (d) What is a window ?

3. Attempt any *two* of the following questions :— 16
- (a) What is virus ? Why we use Antivirus ?
 - (b) What is an operating system ? Discuss operating system functions and features.
 - (c) What is output ? What are output devices ?
 - (d) Differentiate between hardware and software ?
4. Attempt any *two* of the following questions :— 16
- (a) How can we use table in Ms-Word ? Explain layout menu.
 - (b) Write steps of creating new E-mail account.
 - (c) What is function of browser ?
 - (d) What is a worksheet and how do you rename a sheet ?
5. Write short notes (any *four*) :— 16
- (a) Advantages of computer.
 - (b) Mail merge.
 - (c) Modem.
 - (d) Uses of Internet.
 - (e) Change Case.
6. Attempt any *two* of the following questions :— 16
- (a) Make the list of different groups which are arranged in different tabs on word 2013 ribbon.
 - (b) What is a system board ? What does it do ?
 - (c) Explain Micro Computers.
 - (d) What is E-commerce ? What are the three basic types of E-commerce ?
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