SM – 669

INSTRUCTIONS TO CANDIDATES

1. Immediately after the commencement of the Examination, you should check that this Booklet does not have any unprinted or torn or missing pages or items, etc. If any of the above defects is found, get it replaced by a Complete Question Booklet of the available series.

2. Write clearly the Question Booklet Version Code **A, B, C, D** or **E**, in the appropriate space provided for the purpose, in the OMR Answer Sheet.

3. Enter the name of the Subject, Reg. No., Question Booklet version code and affix Signature on the OMR sheet. As the answer sheets are designed to suit the Optical Mark Reader (O.M.R.) system, special care should be taken to fill those items accurately.

4. This Question Booklet contains **55** questions, **Part – A** contains **40** questions of **one** mark each and **Part – B** contains **15** questions of **two** marks **each**. All questions must be attempted. Each question contains four answers, among them one correct answer should be selected and shade the corresponding option in the OMR sheet.

5. All the answers should be marked only on the OMR sheet provided and only with a **black** or **blue** ink ball point pen. If more than one circle is shaded / wrongly shaded / half shaded for a given question no marks will be awarded.

6. Immediately after the final bell indicating the closure of the examination, stop making any further markings in the OMR Answer Sheet. Be seated till the OMR Answer Sheet is collected. After handing over the OMR Answer Sheet to the Invigilator you may leave the examination hall.

P.T.O.

PART – A

Answer **all** the questions. **Each** question carries **one** mark.   (40×1=40)

1. What is the default file extension for all word documents ?

   a) .txt

   b) .word

   c) .dots

   d) .doc

2. Which key on the keyboard can be used for slide show ?

   a) F1   b) F2

   c) F5   d) F10

3. The value of primary key is

   a) Null

   b) Zero

   c) Not null

   d) Both a) and c)

4. In mail merge operation, which of the following might represent the main document ?

   a) A sales brochure

   b) A form letter

   c) A database of names and addresses

   d) All of above

SPACE FOR ROUGH WORK

A

5. DFD stands for

   a) Data Flow Description

   b) Data Flow Diagram

   c) Data File Diagram

   d) None of these

6. DML is used for

   a) Description of logical structure of database

   b) Addition of new structures in database

   c) Manipulation and processing of database

   d) Definition of physical structure

7. Which of the following is not a browser ?

   a) Microsoft bing

   b) Netscape navigator

   c) Mozilla firefox

   d) Opera

8. What are the columns in Microsoft Access table called ?

   a) Reports

   b) Rows

   c) Fields

   d) Records

SPACE FOR ROUGH WORK

A

9. The actual mail transfer is done through

    a) UA's

    b) MTA

    c) MAA

    d) None

10. In cryptography, the order of the letters in a message is rearranged by

    a) Transpositional ciphers

    b) Substitution ciphers

    c) a) and b)

    d) None

11. MRP stands for

    a) Manufacturing Resource Planning

    b) Master Resource Production

    c) Management Reaction Planning

    d) Material Requirements Planning

12. Cloud concept related to pooling and sharing of resources is

    a) Polymorphism

    b) Abstraction

    c) Virtualisation

    d) None

SPACE FOR ROUGH WORK

A

A

SM – 669

13. You can check the conditions against _____ when applying conditional formatting.

 a) Cell value

 b) Formula

 c) Both a) and b)

 d) None

14. What is the shortcut key to replace a data with another in a sheet ?

 a) Ctrl + R

 b) Ctrl + Shift + R

 c) Ctrl + H

 d) Ctrl + F

15. An asymmetric key encryption uses

 a) 1 key

 b) 3 key

 c) 2 key

 d) 4 key

16. Verification is process of

 a) Access

 b) Login

 c) Logout

 d) Authentication

SPACE FOR ROUGH WORK

A

17. Which of the following is not the way to deploy cloud computing resources ?

   a) Public cloud

   b) Private cloud

   c) Generic cloud

   d) Hybrid cloud

18. Virus is

   a) Program
   b) Warm
   c) Object
   d) Interrupt

19. NIST stands for

   a) National Institute of Social Trust

   b) National Institute of Standards and Technology

   c) National Institute of Science and Technology

   d) National Institute of Science and Transition

20. In which type of banking, electronic financial transaction are done ?

   a) E-banking

   b) POS banking

   c) M-banking

   d) Universal banking

21. Landscape is

   a) Font style

   b) Paper size

   c) Page layout

   d) Page orientation

SPACE FOR ROUGH WORK

A

22. Which of the following are types of sound files ?

a) Log files

b) DAT files

c) Wav files

d) DRV files

23. Digital signature preserves

a) Authenticity

b) Integrity

c) Both a) and b)

d) None of the above

24. _____ is the incoming e-mail server.

a) POP

b) SMTP

c) SMIP

d) PPD

25. Which is not the font size available in MS-Word ?

a) 10

b) 14

c) 13

d) 12

26. Which of the following file extension is not valid ?

a) .xls

b) .Rtf

c) .docx

d) .jpeeg

27. Maximum zoom allowed in MS-Word is

a) 100

b) 450

c) 500

d) 250

SPACE FOR ROUGH WORK

A

28. The intersection of row and column is called

   a) Data set

   b) Cell

   c) Data

   d) Set

29. Computer security can be increased by using

   a) Firewall

   b) Antivirus

   c) Password

   d) All of the above

30. HTML is _____ language.

   a) Scripting

   b) Markup

   c) Programming

   d) Network

31. COBIT stands for

   a) Control Objective for Information and Related Technology

   b) Consumer Objective for Information and Related Threats

   c) Common Object for Information and Related Threats

   d) Consumer Orientation for Information and Related Timing

SPACE FOR ROUGH WORK

A

32. SQL stands for

   a) Structured Questioning Language

   b) Standard Query Language

   c) Standard Questioning Language

   d) Server Side Query Lanugage

33. The process to discover plaintext or key is

   a) Cryptanalysis

   b) Cryptodesign

   c) Cryptography

   d) Cryptoprocess

34. Which of these file format can be added to PowerPoint presentation ?

   a) .jpg

   b) .giv

   c) .wav

   d) All of above

35. The solution for all business need is

   a) EDI

   b) ERP

   c) SAS

   d) None of the above

36. Hacking refers to

   a) Data access without permission

   b) Data updation without permission

   c) Data deletion without permission

   d) All of the above

SPACE FOR ROUGH WORK

A

37. What is the default font used in MS-Word 2007 document ?

    a) Times New Roman

    b) Arial

    c) Calibri

    d) Monotype

38. What is the maximum penalty for damage to computer, computer systems with virus, denial of access as per Section 43 ?

    a) Rs. 50 lakh

    b) Rs. 1 crore

    c) Rs. 5 crore

    d) Rs. 75 lakh

39. The term e-commerce includes _____

    a) Electronic trading of physical goods

    b) Electronic provision of services such as after sales support

    c) All the steps involved in trade, such as on-line marketing

    d) All of the above

40. Which of the following are the forms of E-banking ?

    i) Internet banking

    ii) Telephone banking

    iii) Electronic check conversion

    iv) Electronic bill payment

    a) i), ii), iii) only

    b) i) only

    c) i) and ii) only

    d) All of the above

SPACE FOR ROUGH WORK

A

PART – B

Answer **all** the questions. **Each** question carries **2** marks.   (15×2=30)

41. Objects on the slide that hold text are called

    a) Place holders

    b) Object holders

    c) Auto layout

    d) Text holders

42. Which command brings you to first slide in your presentation ?

    a) Next slide button

    b) Page up

    c) Ctrl + Home

    d) Ctrl + Shift + Home

43. DSS stands for

    a) Decision Support System

    b) Decision Signature System

    c) Distinguished Standard System

    d) Data Standard System

SPACE FOR ROUGH WORK

A

44. Which one of the following statement is not correct for digital signature ?

    a) It is Authentication Mechanism

    b) It cannot be duplicated

    c) It is created by encrypting information

    d) It is the scanned image of one's signature

45. Which Section of IT Act deals with cyber terrorism ?

    a) Section 66C

    b) Section 66B

    c) Section 66F

    d) Section 66A

46. Personal or sensitive information on one's computer can be done

    a) Cracking

    b) Hacking

    c) Phishing

    d) Stalking

47. Input message in cryptography is called

    a) Plaintext

    b) Ciphertext

    c) Encrypted data

    d) None

SPACE FOR ROUGH WORK

A

48. Borders can be applied to

    a) Cells

    b) Paragraph

    c) Text

    d) All of above

49. Expert systems are part of

    a) First generation languages

    b) Second generation language

    c) Third generation language

    d) Fifth generation language

50. SMTP utilizes _____ as the transport layer protocol for electronic mail transfer.

    a) TCP

    b) UDP

    c) DCCP

    d) SCTP

51. Which of the following is not a database ?

    a) MySQL

    b) Quick base

    c) Sybase

    d) Probase

SPACE FOR ROUGH WORK

A

52. FTP uses the services of

    a) UDP

    b) IP

    c) TCP

    d) None of the above

53. Fundamental HTML block is known as

    a) HTML body

    b) HTML tag

    c) HTML attribute

    d) HTML element

54. The database schema is written in

    a) HLL

    b) DML

    c) DDL

    d) DCL

55. Which of the following is not a type of page margin ?

    a) Left

    b) Right

    c) Center

    d) Top

SPACE FOR ROUGH WORK

A