Duration: 2.5 Hours   **Total Marks: 75**

Q.1 A.   Choose correct alternatives (Any 8)   **8 Marks**

1.   SSL stands for_____

a)Software Socket Layer

b) Secure Socket layer

c) Server Socket Layer

d) System Socket Layer

2.   E-bay is good example to define _____

a)B2C   b) B2B   c) C2C   d) G2G

3.   _____ is example of Open Source Operating System.

a)Windows   b) Linux   c) Android   d) Symbian

4.   EDI stands for _____

a)Electronic Data Interchange   b) Electric Data Interchange

c) Electronic Data Interlink   d) Electric Data Interlink

5.   Shortcut key for cut is _____

a)Ctrl + X   b) Ctrl + S   c) Ctrl + P   d) Ctrl + C

6.   _____ refers to application of computers and communication technology to office functions.

a)Office Automation System(OAS)   b) Executive Information System(EIS)

c) Decision Support System(DSS)   d) Transaction Processing System(TPS)

7.   _____ is defined as group of computers connected together to share resources.

a)EPS   b) Modem   c)Network   d) NIC

8.   Firewalls are used to protect against _____.

A)Unauthorized Access b) Menu Access c) Fire Access d) Company Access

9.   _____ is also known as raw material for information.

a)Database   b) Data   c) Knowledge   d) Information

10. _____ is collection of webpages.

a)Website   b) Web Server   c) Web Client   d) Web Series

B.   State whether following statement are true or false (Any 7)   **7 Marks**

1.   In Star topology systems are now connected with central hub.

2.   CRM is Company Relationship Management.

3.   Smart art option is in Insert menu of MS-word.

4.   TPS stands for Transaction Processing System.

5.   Audacity is Open Source Software use for audio editing.

6.   Playing chess on computers includes Artificial Intelligence.

7.   Phishing is the type of cyber security tool.

8.   CTRL + X is used to paste data in document of MS-Word.

9.   Graphical representation of data is Chart.

10. Formula in MS-Excel must begin with % sign.

Q.2.	A)	Explain Open Source Software in brief.	8 Marks
	B)	What is Information? Explain characteristics of Information in brief	7 Marks

OR

	C)	Explain different Windows versions in brief.	8 Marks
	D)	Explain TPS, MIS & DSS in brief.	7 Marks

Q.3	A)	Explain following MS-Excel functions.	8 Marks
		a) pv() b) pmt() c) nper() d) rate()	
	B)	Explain different Graphics of MS-Word in brief	7 Marks

OR

	C)	What are Header & Footer? How to insert it in word? Explain with example.	8 Marks
	D)	Explain different types of Charts that can be drawn in MS-Excel.	7 Marks

Q.4	A)	Explain different types of E-commerce.	8 Marks
	B)	Explain concept of e-mail & steps to write professional mail.	7 Marks

OR

	C)	Explain EPS and its different modes.	8 Marks
	D)	Explain Bulk email software in brief.	7 Marks

Q.5	A)	Explain different examples of Real Time in Indian Railways.	8 Marks
	B)	Explain different Security Management Tools in brief.	7 Marks

OR

	C)	Write short note (any three)	15 Marks

1. Bus Topology
2. Phishing
3. Advantages of E-commerce
4. Types of Website
5. Difference between Real time and Batch processing

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