

This Question Paper consists of 21 questions and 4 printed pages.

Roll No.

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Code No. 71/S/608/ACV/A

Set – **A**

CERTIFICATE IN BASIC COMPUTING (608-E)

Day and Date of Examination

Signature of Invigilators

1.

2.

General Instructions :

1. Answers of **all** questions are to be given in the Answer-Book given to you.
2. **15** minutes time has been allotted to read this Question Paper. The question paper will be distributed at **02.15** p.m. From **02.15** p.m. to **02.30** p.m., the students will read the question paper only and will not write any answer on the Answer-Book during this period.
3. Candidate must write his/her Roll Number on the first page of the Question Paper.
4. Please check the Question Paper to verify that the total pages and the total number of questions contained in the Question Paper are the same as those printed on the top of the first page. Also check to see that the questions are in sequential order.
5. Making any identification mark in the Answer-Book or writing Roll Number anywhere other than the specified places will lead to disqualification of the candidate.
6. Answers for all questions, including matching, true or false, fill in the blanks, etc., are to be given in the Answer-Book only.
7. In case of any doubt or confusion in the question paper, the English Version will prevail.
8. Write your Question Paper Code No. **71/S/608/ACV/A**, Set-**A** on the Answer-Book.

71/S/608/ACV/A

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CERTIFICATE IN BASIC COMPUTING (608-E)

Time : 2 Hours]

[Maximum Marks : 40

Note : All questions are **compulsory** and carry marks as indicated against each question.

- 1 (a) Name the device which can identify characters printed with the special magnetic ink and particularly finds application in banking industry. 1
- (b) How many bytes is equal to one kilobyte?
- 2 Name the feature of windows which helps in file management and also write the names of activities on files and folders for which it can be used? 1
- 3 What is Instant Messaging? How one can access this service? 1
- 4 What is an Antivirus software? What precaution one must take while using any antivirus program? 1
- 5 (a) Which are the most feasible methods of E-waste management? 1
- (b) What is the full form of WEEE?
- 6 Radhika is appearing for 10th Board exam under CBSE Board. Under which E-service, she will be able to self-upload all important documents which are digitally signed and access them any time anywhere and share online? Write the URL of this E-service. 1



- 7 What is the importance of SWAYAM portal? 1
- 8 What should be your self-management skills whenever you feel overstressed? 1
- 9 Explain the main points to deliver excellent customer service. 2
- 10 What is a Hard disk? Explain its structure and working process. 2
- 11 Ravi has created the file in the name of ABC and later on the wants to change its name to PROJECT_ABC. Write the steps to do the same. 2
- 12 Define the following : (a) Slide Sorterview (b) Themes. 2
- 13 (a) What is the purpose of hiding slides? How the slide can be hidden? 2
(b) What is meant by duplicating slides? How it is done?
- 14 How can you broadly categorize the digital storage in terms of Memory Hierarchy? 2
- 15 Write the steps for doing the following while working with Emails: (a) send an attachment (b) download an attachment. 2
- 16 Ritu is suffering from Dyslexia as well as impaired vision, but she wants to read and listen to book. Which hardware assistive tool will help her in this situation and explain how? 2
- 17 What is Web Browser? Name any 2 and write the importance of navigation buttons of web browser. 3



18 Write the steps for doing the following actions on any given workbook; 3
(a) inserting new worksheet. (b) Renaming the new worksheet. (c) Inserting a new row or column in the newly added worksheet.

19 What will you do in the following situations? (a) When your mouse is 3
not responding (b) When you are getting black screen on your PC
(c) When you are unable to hear any sound from your computer system.

20 Differentiate between the following : (a) Twitter and Tweet (b) Blog and 3
Blogger (c) Facebook and LinkedIn.

21 With reference to the given paragraphs, write the steps for doing the 4
following.

Weather is the condition of the atmosphere at a particular. Place and time, including factors like temperatures wind and rainfall. It changes daily and affects our activities, mood and environment.

Climate is the average weather pattern of place over a long period, usually decades. It helps us understand seasonal changes and prepare for future environmental condition.

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- (a) Make the first paragraph left align and second paragraph Right align.
 - (b) Make the text of first paragraph Uppercase and second paragraph as sentence Case.
 - (c) Increase the line spacing from Single to Double for entire text.
 - (d) Make the first word of each paragraph Bold and Italics.
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