

**Model Paper “Computer Fundamentals” (First Year)
Diploma in Culinary Arts (02 Year Course) Common with
Diploma in Professional Baking and Patisserie /
Diploma in Hotel Operations (1st year)
For Annual Examination 2023 & Onwards**

Marks: 10

TIME: 15 Minutes

OBJECTIVE

Note: This part is compulsory. It should be attempted on the question paper and returned to the supervisory staff after the prescribed time. Cutting or over writing, Use of Ink Remover, lead Pencil and Eraser is not allowed. Supervisory Staff is requested to attach it with the answer book.

Q # 1: Encircle the write answer from the given answers a, b, c & d. (10x1) = 10

- 1) The computer size was very large in:
a) first generation
b) 2nd generation
c) 3rd generation
d) 4th generation
- 2) Files are stored in:
a) Folders
b) archives
c) Desktop
d) windows
- 3) The internet was originally a project of which agency?
a) ARPA
b) NASA
c) NSF
d) None of these
- 4) The process of transferring files from computer on the internet is called:
a) Forwarding
b) FTP
c) Uploading
d) downloading
- 5) The arranging of data in logical sequence is called:
a) Sorting
b) Classifying
c) Reproducing
d) Networking
- 6) To add smart art to your document use this tab.
a) layout
b) home
c) Illustration
d) insert
- 7) Software, such as explorer and fire fox are referred as:
a) System software
b) utility software
c) Internet tools
d) browsers
- 8) Which of the following is not an item of computer hardware?
a) Keyboard
b) mouse
c) Icon
d) cd player
- 9) What is the key to display save as box:
a) F5
b) F6
c) F9
d) F12
- 10) The process of removing unwanted part of an image is allied:
a) Hiding
b) cropping
c) Cutting
d) removing

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Marks: 40

TIME: 2:00 Hrs

**SUBJECTIVE
SECTION-1**

Q.1 Write short answer to any twelve (12) from the following questions. (12x2)=24

- i. Define computer fundamentals?
- ii. Differentiate between hardware and software?
- iii. Define operating system?
- iv. What is RAM?
- v. Write any 2 uses of internet?
- vi. What is electronic mail?
- vii. Write two steps of sending email?
- viii. What is Microsoft word?
- ix. Define the term file & folder?
- x. Define watermark?
- xi. Write the names of search engine?
- xii. Differentiate between modern and LAN?
- xiii. What is the purpose of MS Word?
- xiv. What is meant by slide transitions?
- xv. What is task bar?
- xvi. How many rows and columns are there in spread sheet?
- xvii. Define cell address with examples?
- xviii. Write any 2 uses of internet?

SECTION –II

Note: attempt any two questions.

(8X2= 16)

Q.2 What is the classification of computer on the basis of their size?

Q.3 What is internet? Write any 10 uses of internet?

Q.4 Write a note on input & output devices?

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Marks: 50

TIME: 2:30 Hrs

Practical

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|---|------------|
| Q.1 Insert a picture in word and save the file in folder. | (20 marks) |
| Q.2 Make a chart on MS Excel. | (10 Marks) |
| Q.3 Make two slides in MS Power point with pictures. | (10 Marks) |
| Q.4 Viva Voce | (10 Marks) |