Roll No. _____

Model Paper "Computer Applications"
Matric Vocational in Hotel Operations 10ᵗʰ class
Annual Examinations 2024 & Onward
PART-A
OBECTIVE

Time Allowed: 20 Minutes   **Marks: 08**

Note: This part is compulsory. It should be attempted on the Question Paper &returned to the Supervisory Staff after the prescribed time. Cutting, overwriting and use of lead pencil is not allowed. Supervisory staff is requested to attach it with the answer book.

Q No. 1 Fill in the blanks. Attempt all questions.   **(08x1)= 08**

   i.   _____is a folder that contains deleted objects.

   ii.   Computer is a _____device.

   iii. Physical parts of computer that can be touched are called_____.

   iv.   _____ is the main circuit board of a computer.

   v.   _____ is a device that allows you to view images and videos on a computer.

   vi.   A program is a set of _____ that tells a computer what to do.

   vii. _____is a device that allows you to input data into a computer.

   viii. A _____ is a computer program that searches for information on the internet.

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PART-B
SUBECTIVE

Time Allowed: 1 Hour 10 Minutes   **Marks: 22**

SECTION-I

Q No. 2 Attempt any 06 questions.   **(06x2) = 12**

i. Describe a file?

ii. What is the purpose of a folder?

iii. What is the difference between "Save" and "Save As"?

iv. What is the function of the keyboard?

v. What is a taskbar?

vi. What is a shortcut?

vii. What is a URL?

viii. What is the usage of an email address?

SECTION - II

Q No.3 Attempt any two questions.   **(2x5)=10**

i. What is a file format, and why is it important to choose the correct file format for different applications?

ii. What is the purpose of an operating system, and what are some examples of popular operating systems?

iii. How does a web browser work, and what are some common features of web browsers?

iv. What is a computer virus, and how can you protect your computer from viruses?

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PRACTICAL

Time Allowed: 90 Minutes   **Marks: 12**

Note: Attempt any 1 question.

i.   Open blank document in a word processing software and create a table with 3 columns and 5 rows. Enter the following data in the table:

Column 1: Item Number (1 to 5)
Column 2: Item Name (Pen, Pencil, Eraser, Sharpener, Ruler)
Column 3: Price (10, 5, 7, 8, 12)
Save the document with a suitable name and format.

ii. Create a table in Microsoft Word with 3 rows and 4 columns. Add your name and the date to the first row and fill in the rest of the cells with your favorite foods.