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O LEVEL- M1-R4(SOLVED)-JAN-2012

1. Each question below gives a multiple choice of answers. (1x10)

1.1 A light-sensitive device that converts drawings, printed text or images into digital form

- A) mouse
- B) scanner**
- C) keyboard
- D) laser printer

1.2 The background screen and main area of Windows where you can open and manage files and programs is known as

- A) background
- B) desktop**
- C) wall paper
- D) none of the above

1.3 A Browser is

- A) a special folder on the Windows desktop used to keep documents up to date when shared between computers.
- B) a line that delineates the edge of a program window.
- C) a software program used for viewing Web pages on the Internet.**
- D) a window that is currently open.

1.4 An area of memory or disk that is assigned to store e-mail messages sent by other users

- A) Post-email
- B) Postbox
- C) Emailbox
- D) Mailbox**

1.5 Airline reservation system is a typical example of

- A) Batch processing
- B) On-line processing**
- C) Real time processing
- D) None of the above

1.6 Pie charts can be plotted on

- A) multiple data series only
- B) only two data series**
- C) only one data series
- D) exactly eight data series



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1.7 Using Microsoft Word's Find and Replace feature you can

- A) replace both text and formatting.
- B) replace text of a document only.**
- C) replace formatting only.
- D) replace document's name with a new name.

1.8 References that change automatically when you copy them to a new cell are called

- A) Relative references**
- B) Absolute references
- C) Mixed references
- D) None of the above

1.9 MIDI means

- A) Multimedia Instrument Digital Information
- B) Multimedia Instrument Digital Interface
- C) Musical Instrument Digital Interface**
- D) Musical Information Digital Information

1.10 A table is a grid of rows and columns containing boxes of

- A) text or graphics
- B) only text**
- C) only graphics
- D) none of the above

2. Each statement below is either TRUE or FALSE. Choose the most appropriate one and ENTER in the “tear-off” sheet attached to the question paper, following instructions therein. (1x10)

2.1. Peripheral is an external device connected to the computer, such as input and output devices and external storage devices. **TRUE**

2.2. A Modem cannot convert the digital pulses generated by computer equipment into analog signals, which can be sent over voice-grade lines. **FALSE**

2.3. An icon on the desktop that represents a temporary holding place for files that are deleted is called as Recycle Bin. **TRUE**

2.4. A series of specially designed documents, all linked together to be viewed on the Internet is World Wide Web. **TRUE**

2.5. The tabs appearing below at the bottom on the worksheet carry the default labeling of Sheet1, Sheet2, Sheet3 etc. These tabs cannot be renamed. **FALSE**

2.6. The way to convert relative positioning to absolute positioning is to put a \$ sign after each element in the cell address that should not change. **FALSE**



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2.7. The AutoSum button on the Standard toolbar automatically creates a formula to total rows

and columns or rows. **FALSE**

2.8. Excel prints gridlines by default. **FALSE**

2.9. In Microsoft Word - Ctrl+I will colour the selected text as Indigo and Ctrl+B will make it Blue. **FALSE**

2.10. You cannot hyperlink to a picture **FALSE**

3. Match words and phrases in column X with the closest related meaning/ word(s)/phrase(s) in column Y. Enter your selection in the “tear-off” answer sheet attached to the question paper, following instructions therein. (1x10)

- | |
|----------------------|
| A. Extranet |
| B. Superscript |
| C. Internet Explorer |
| D. Clipboard |
| E. Internet |
| F. Bug |
| G. MIDI |
| H. Header and Footer |
| I. HTML |
| J. Subscript |
| K. Mail Merge |
| L. Word-wrap |
| M. Workbook |

3.1 A temporary holding place for text, pictures or graphics. **D**

3.2 A hidden error in a computer program **F**

3.3 In a word document, if you want a similar text to appear at top and bottom of every page, you will set **H**

3.4 A feature of Word by which you can print a large number of documents with a similar matter

addressed to different recipients **K**

3.5 A format that allows communication of musical data between devices, such as computers and synthesizers **G**

3.6 An inter-company network designed to distribute information, documents, files and databases. **A**

3.7 A program to view Web documents on the Internet. **C**

3.8 X₂ is an example of **B**

3.9 A combination of multiple excel sheets is called as **M**

3.10 It is an automatic placement of a word on the next line. **L**

4. Each statement below has a blank space to fit one of the word(s) or phrase(s) in the list below. Enter your choice in the “tear-off” answer sheet attached to the question



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paper, following instructions therein. (1x10)

- A. Pixel
- B. Mouse
- C. Newsgroup
- D. Count
- E. Master
- F. Landscape
- G. Node
- H. Portrait
- I. AutoCorrect
- J. Bookmark
- K. Format Painter
- L. Plug and Play
- M. PivotTable

4.1 C is an Internet forum for discussions on a range of topics like articles, follow-up messages related to a specific subject.

4.2 A G is an end point of a branch in a network.

4.3 You will use J to assign a name to a specific point in a document.

4.4 A file containing relatively permanent data is known as E file.

4.5 L is a set of hardware standards followed by computer manufacturers to allow for better compatibility between computers and software.

4.6 A A is the smallest dot that can be represented on a screen or in a paint graphic.

4.7 Using M you can summarize data in a list.

4.8 Selecting F changes the page from tall to wide orientation.

4.9 B is a pointing device.

4.10 K will copy formatting from one place and apply it to another.