

Duration : 2 Hours

Max. Marks : 60

Instructions :

1. Figures to the right indicate maximum marks
2. Start each new question on a fresh page
3. Calculators are not allowed

Q1. Write a short note on (any 3)

(3x4 =12 mks)

- a. Role of System Software on a computer
- b. Functions of Central Processing Unit and its components
- c. Different operations performed while editing a Word document
- d. Logical functions used in a Spreadsheet
- e. Protocols used to send and receive emails
- f. Web Page, Web Server and Web client

Q2. Answer the following questions (any two)

(2x6=12 mks)

- a. Explain some of the common needs of Information in an organization.
- b. How is Character data represented in a computer? Explain the features of the Coding schemes commonly used on microcomputers.
- c. Perform the following number conversions
(i) $(72)_{10} = (\quad)_2$ (ii) $(11101011)_2 = (\quad)_{10}$

Q3. Answer the following questions (any two)

(2x6=12 mks)

- a. Explain the following with reference to Word Processing
(i) Use of templates (ii) Adding Drawing objects
- b. When do you use a formula in a Spreadsheet? Explain the following with reference to Formulas in a Spreadsheet:
(i) Types of operators that can be used (ii) Different ways of referencing cells in a formula
- c. Explain the use of common Mathematical and Text functions with suitable examples
Formulate the nested IF function to calculate tax deductions from employee's salary based on details given below

Salary	Tax rate
Less than 2,00,000	5%
2,00,000 to 4,00,000	10%
4,00,000 or more	20%

Q4. Answer the following questions (any two)

(2x6=12 mks)

- a. Why should you add multimedia in a presentation? Explain the different ways to add multimedia effects in your slides

- b. Explain the important features of PowerPoint. What are the various printing options available in PowerPoint? Explain
- c. Which features of PowerPoint would you use to design a consistent appearance for your slides? Explain

Q5. Answer the following questions (any two)

(2x6=12 mks)

- a. Explain the format of IPv4 and IPv6 addresses used on a network
- b. Write a note on evolution of Internet and the role it plays in our daily lives.
- c. Write a note on (i) Blogs (ii) Twitter