

**Dr. Babasaheb Ambedkar Open University**  
**Semester Examination July-2014**

**Program** : CCC-BAOU **Enrolment No** \_\_\_\_\_  
**Subject** : Foundation (CCC-01) Application (CCC-02) and Internet (CCC-03)  
**Date** : 06/07/2014  
**Time** : 11:00 to 02.00 **Total Marks O 140**


**Instructions:**

1. Each candidate has to submit question paper along with answer sheet. No one is allowed to take question paper with himself. Candidate will be disqualified in case he will not submit question paper.
2. There are four options for each question. Only one option is correct. To choose the correct option, make • symbol on the correct option in the answer sheet.
3. It is mandatory to write down enrolment number, Center code and candidate name in the answer sheet as per the instruction given.

---

**Foundation (CCC – 1)**

1. RAM is which type memory?  
A. Volatile                      B. Non-volatile                      C. Both Type                      D. None of any
2. Which of the following is known as the brain of computer?  
A. CPU                      B. Keyboard                      C. Monitor                      D. Printer
3. Ctrl + Z is used to  
A. Open the start menu                      B. Close the active item  
C. Undo an action                      D. Display help
4. To save a file which short cut is used?  
A. Ctrl + A                      B. Ctrl + X                      C. Ctrl + C                      D. Ctrl + S
5. Which of the following is an example of output device?  
A. Keyboard                      B. Mouse                      C. Monitor                      D. Joystick
6. The extension of executable file is  
A. exe                      B. txt                      C. bmp                      D. crd
7. 1 byte = \_\_\_\_\_ bits  
A. 4                      B. 8                      C. 6                      D. 1
8. The process to start a computer is known as  
A. Abort                      B. Boot                      C. POST                      D. Reset
9. Personal computer is classified as \_\_\_\_\_ Computer.  
A. Mainframe                      B. Mini                      C. Micro                      D. Super
10. Which one of the following is an example of optical storage  
A. Hard Disk                      B. DVD                      C. Floppy                      D. Pen Drive
11. Third generation computer uses \_\_\_\_\_ technology.  
A. Vacuum Tube                      B. Transistor                      C. Integrated Circuit                      D. Microprocessor
12. The button which allows to choose only one option is known as \_\_\_\_\_  
A. Radio Button                      B. Check Box                      C. Spinner                      D. Listbox
13. Calc is like which type of application  
A. Word                      B. Excel                      C. Power point                      D. Notepad

14. Printer's resolution is known as \_\_\_\_  
A. DPI                      B. CPS                      C. Kbps                      D. Mbps
15. DVD is an abbreviation of  
A. Data Value Disk              B. Digital Versatile Disk  
C. Data Versatile Disk              D. Digital Value Disk
16. 1 GB = \_\_\_\_ MB  
A. 1024                      B. 64                      C. 256                      D. 100
17. E-mail is which type of software?  
A. Simulation Software              B. Scientific Software  
C. Collaborative Software              D. Financial Software
18. Which of the following is an advantages of computer network  
A. Speed                      B. Reduce Cost              C. Security                      D. A,B, C - All
19.  is used to  
A. Minimize the windows              B. Close the Windows  
C. Maximize the Windod              D. A,B,C - All
20. Which type of RAM is required frequently refresh  
A. DRAM                      B. SRAM                      C. Both                      D. None
21. To delete character from right –to –left which key of keyboard is used?  
A. Delete                      B. Alt                      C. Backspace                      D. Shift
22. Generally , DVD store data up to  
A. 4.7 GB                      B. 700 MB                      C. 50GB                      D. 1 TB
23. What is the extension of paint file?  
A.txt                      B.bmp                      C.exe                      D.ppt
24. How many types of ROM?  
A.4                      B.2                      C.1                      D.3
25. Pen Drive works on which port?  
A. Serial                      B. Parallel                      C. USB                      D. PS/2
26. What is the full-form of GUI  
A. Graphical United Interface              B. Graphical User Interface  
C. General Utility Interface              D. General Unit Integrity
27. \_\_\_\_ is used to measure the speed of a computer  
A.MIPS                      B.GB                      C.MB                      D.CD
28. Start menu is divided in \_\_\_\_ parts.  
A. 1                      B. 2                      C. 3                      D. 4
29. Which of the following is the largest data storage unit?  
A.KB                      B.MB                      C.GB                      D. bit
30. The top-most line of Word-pad which having “Document-Wordpad” is known as  
A. Title Bar                      B. Menubar                      C. Toolbar                      D. Toolbox
31. What is the full form of PDA?  
A. Personal Digital Administration              B. Personal Digital Assistant  
C. Personal Digitalization Admin              D. None
32. What is the other name of Monitor?  
A. Process Unit                      B. Keyboard Linkers              C. VDU                      D. Microprocessor
33. Which type of Linux O.S. is?  
A. Primary                      B. Secondary                      C. Open Source                      D. None

34. What is the full form of IBM?  
 A. Internet Business Management                      B. International Business Management  
 C. International Business Machine                      D. None
35. In which group, Paint Application is included?  
 A. MS Office                      B. Accessories                      C. Control Panel                      D. None

#### APPLICATION (CCC – 2)

36. What is the extension for Word 2010 file?  
 A. doc                      B. txt                      C. docx                      D. bmp
37. Selecting text means, selecting?  
 A. a word                      B. an entire sentence                      C. whole document                      D. A,B,C - All
38. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called?  
 A. Carriage Return                      B. Enter                      C. Word Wrap                      D. None of any
39. In MS-Word, for what does ruler help?  
 A. to set tabs                      B. to set indents                      C. to change page margins                      D. All of the above
40. By default, on which page the header or the footer is printed?  
 A. on first page                      B. on alternate page                      C. on every page                      D. none of the above
41. Graphics for word processor  
 A. Peripheral                      B. Clip art                      C. Highlight                      D. Execute
42. Thesaurus tool in MS Word is used for...  
 A. Spelling suggestions                      B. Synonyms and Antonyms words  
 C. Grammar options                      D. All of above
43. Which of the following is not valid version of MS Office?  
 A. Office 2003                      B. Office Vista                      C. Office 2007                      D. Office 2010
44. Borders can be applied to..  
 A. Cells                      B. Text                      C. Paragraph                      D. All of above
45. What is gutter margin?  
 A. Margin that is added to the left margin when printing  
 B. Margin that is added to right margin when printing  
 C. Margin that is added to the binding side of page when printing  
 D. Margin that is added to the outside of the page when printing
46. \_\_\_\_\_ Short key is used for GOTO command in Word 2010?  
 A. Ctrl + G                      B. F7                      C. Ctrl + P                      D. F2
47. By default Word auto saves every \_\_\_\_\_ minutes  
 A. 5                      B. 10                      C. 15                      D. 20
48. Which colour line show for grammatical mistake in word 2010?  
 A. Red                      B. Green                      C. Yellow                      D. Magenta
49. How many types of alignment can be seen in Word 2010?  
 A. 3                      B. 4                      C. 5                      D. 6
50. Which is default name for new file in word 2010?  
 A. File 1                      B. Document 1                      C. Docus 1                      D. Untitle 1
51. Portrait and Landscape are  
 A. Page Orientation                      B. Paper Size                      C. Page Layout                      D. All – A,B,C
52. Arial and Calibri are Examples of?  
 A. Font                      B. Font Size                      C. Font Color                      D. Font Effect

53. \_\_\_\_\_ group is used for Superscript and Subscript command in Word 2010.  
A. Font                      B. Paragraph                      C. Styles                      D. Editing
54. Which of the following is not a font style?  
A. Bold                      B. Underline                      C. Underline                      D. Superscript
55. What is the smallest font size available in Font group of MS Word?  
A. 6                      B. 8                      C. 10                      D. 12
56. A word processor would most likely be used to do  
A. Type a biography                      B. Maintain an inventory  
C. Do a computer search in media center                      D. Keep an account of money spent
57. What is pre-design document in word 2010?  
A. Document                      B. Template                      C. Presentation                      D. Spreadsheet
58. \_\_\_\_\_ tab is used to print a document in Word 2010  
A. Home                      B. Insert                      C. File                      D. PDF
59. What is the default paper size in word 2010?  
A. Letter                      B. Legal                      C. A4                      D. A3
60. What is the default font used in MS Word document?  
A. Times New Roman                      B. Arial                      C. Calibri                      D. Courier
61. Which of the following line spacing is invalid?  
A. Double                      B. Single                      C. Triple                      D. Multiple
62. Which short cut is used for paste content in word 2010?  
A. Ctrl + Z                      B. Ctrl + X                      C. Ctrl + C                      D. Ctrl + V
63. Which of the following option in File tab is used to close a MS Word Application?  
A. Exit                      B. Close                      C. Quit                      D. New
64. Which tab shows Header Footer option in Word 2010?  
A. View                      B. Edit                      C. Insert                      D. Review
65. Home tab has \_\_\_\_\_ group which is used to insert bullet  
A. Font                      B. Paragraph                      C. Styles                      D. Editing
66. The software which contains rows and columns are known as  
A. Drawing                      B. Spreadsheet                      C. Word Processing                      D. Presentation
67. The extension of Excel 2010 file is  
A. xls                      B..xlsx                      C. cls                      D. cxs
68. Getting data from a cell located in different sheet is called  
A. Accessing                      B. Referencing                      C. Updating                      D. Functioning
69. The last column in Excel is  
A. XFD                      B. XDF                      C. FDX                      D. DFX
70. Which area in Excel window allows entering values and formulas  
A. Title Bar                      B. Menubar                      C. Formula Bar                      D. Standard Tool Bar
71. An Excel workbook is a collection of  
A. Workbooks                      B. Worksheets                      C. Charts                      D. Worksheets and Charts
72. Which chart can be created in Excel 2010  
A. Line                      B. Area                      C. Pie                      D. All – A,B,C
73. Excel displays the current cell address in  
A. Formula Bar                      B. Status Bar                      C. Name Box                      D. Title Bar
74. Which of the following is not a term of excel  
A. Cell                      B. Row                      C. Column                      D. Document
75. What are the tabs that appear at the bottom of each workbook called?  
A. Reference Tabs                      B. Position Tabs                      C. Location Tabs                      D. Sheet Tabs

76. A \_\_\_\_\_ is a grid with labelled columns and rows  
A. Dialog box      B. Worksheet      C. Clipboard      D. Toolbar
77. C7:C9 indicates  
A. Cell C7 and C9 only      B. Cell C7 through C9      C. Cell C8 only      D. None
78. The cancel and enter button appears in the  
A. Title Bar      B. Formula Bar      C. Menu Bar      D. Sheet Tabs
79. Excel 2010 is part of which package  
A. MS Product      B. MS Office      C. MS System      D. Windows 2010
80. Home tab has \_\_\_\_\_ groups in Excel 2010  
A. 4      B. 5      C. 6      D. 7
81. Where row and column intersect, is known as \_\_\_\_\_  
A. Cell      B. Block      C. Box      D. All – A,B,C
82. \_\_\_\_\_ short key is used to Create a new file in Excel 2010?  
A. Ctrl + N      B. Ctrl + S      C. Ctrl + J      D. Ctrl + C
83. Which of the following is correct cell address  
A. 11 25      B. 911      C. 41A      D. A21
84. In excel 2010, filter option seen in which tab?  
A. Home      B. Insert      C. Formulas      D. View
85. Formulas in Excel start with  
A. %      B. =      C. +      D. -
86. Which tab has WordArt option in Excel 2010?  
A. Home      B. Insert      C. Data      D. View
87. \_\_\_\_\_ Function is used to find square root.  
A. INT      B. SUM      C. SQRT      D. ABS
88. To insert a new slide in Power point, the short cut key is  
A. Ctrl + N      B. Ctrl + S      C. Ctrl + M      D. Ctrl + D
89. PowerPoint is a collection of  
A. Slides and Handouts      B. Speaker's Notes      C. Outlines      D. All – A,B,C
90. Which key on the keyboard can be used to view slide show  
A. F1      B. F2      C. F5      D. F10
91. Which tab allow you to add hyperlink in your power point  
A. Home      B. Insert      C. Design      D. Animation
92. How can you stop a slide show?  
A. Press the right arrow      B. Press Escape  
C. Press the left arrow      D. Press the down arrow
93. To select more than one slide in presentation,  
A. Just click on slide      B. Ctrl + Click on slide  
C. Alt + Click on slide      D. Shift + Click on slide
94. \_\_\_\_\_ is the main function of Power Point 2010  
A. Calculation      B. Presentation      C. Both A and B      D. None
95. Slide master option available in which tab?  
A. Home      B. View      C. Insert      D. Design
96. Short cut key to insert a hyperlink is  
A. Ctrl + H      B. Ctrl + K      C. Ctrl + L      D. Ctrl + O
97. To make a duplicate slide in PowerPoint, the short cut key is  
A. Alt + D      B. Ctrl + D      C. Shift + D      D. Home + D

98. To save the file as a new name in PowerPoint which option is used?  
A. Save                      B. Save As                      C. Save New                      D. Close
99. Which of the following is not PowerPoint view?  
A. Reading                      B. Page                      C. Normal                      D. Notes Page
100. The arrangement of elements such as Title, subtitle text, pictures, tables etc. is known as  
A. Presentation                      B. Layout                      C. Design                      D. Scheme
101. Slide Transition can be applied to  
A. Current Slide                      B. Selected Slide                      C. All Slide                      D. All – A,B,C
102. To insert Video, which group of insert tab is used  
A. Images                      B. Links                      C. Media                      D. Text
103. Themes available in which tab of power point  
A. Home                      B. Insert                      C. Design                      D. Transitions
104. Which tab is used in Word 2010 to perform mail merge  
A. Home                      B. Insert                      C. Mailing                      D. View
105. To make selected text bold in power-point which short cut key is used  
A. Ctrl + A                      B. Ctrl + B                      C. Ctrl + C                      D. Ctrl + I

### Internet (CCC-3)

106. How many types of network available?  
A.3                      B. 10                      C. 20                      D. 30
107. Which of the following is limitation of network?  
A. Speed                      B. E-Mail  
C. Resource Sharing                      D. Network faults can cause loss of data
108. Who make OSI model  
A. ISO                      B. ISI                      C. Agmark                      D. Microsoft
109. How many layers in OSI model?  
A. 5                      B. 6                      C.7                      D. 8
110. Token ring protocol is developed by  
A. Microsoft                      B. Apple                      C. IBM                      D. HP
111. The full-form of OSI is  
A. Open System Interconnection                      B. Operating System interconnect  
C. Open Synchronizing System                      D. Open Standard Institute
112. Layer-3 in OSI model is  
A. Physical                      B. Data Link                      C. Network                      D. Transport
113. The network which is within the university campus is known as  
A. LAN                      B. MAN                      C. WAN                      D. HAN
114. WWW is acronym for  
A. World Wide Web                      B. World with Web                      C. Web within World                      D. Web without Walls
115. ISP stands for  
A. Internet Service Provider                      B. Internet Special Purpose  
C. Internet Special Parts                      D. International Service Parts
116. Which of the following is not a web browser  
A. Internet Explorer                      B. Rediff                      C. Firefox                      D. Chrome
117. To refresh a web page, \_\_\_\_ key is used.  
A.F1                      B. F3                      C. F5                      D. F10

118. \_\_\_\_ button in web browser is used to see previous opened sites.  
A. Forward                      B. History                      C. Bookmark                      D. Visit
119. The Emotion :-o is used to express  
A. Happy                      B. Unhappy                      C. Surprised                      D. Laughing
120. Spam e-mails are also known as  
A. Inbox                      B. Junk mail                      C. Outbox                      D. Draft
121. E-mail can used to send  
A. Picture                      B. Audio                      C. Video                      D. All – A,B,C
122. Which option is used to attach information?  
A. Attach                      B. Joining File                      C. Bits Up                      D. All – A,B,C
123. Which operating system does MS Outlook support?  
A. Macintosh B. Linux C. Microsoft D. Solaris
124. While on the create email screen, What does CC stand for  
A. Carbon Copy                      B. Copy certificate                      C. Courtesy Copy                      D. None
125. Business done through internet is known as  
A. E-Business                      B.E-Mail                      C. E-Commerce                      D. E-Governance
126. What is the URL of Dr. Babasahe Ambedkar Open University (BAOU) web site?  
A. [www.baou.org](http://www.baou.org)                      B. [www.baou.edu.in](http://www.baou.edu.in)                      C. [www.baou.com](http://www.baou.com)                      D. [www.baou.gov](http://www.baou.gov)
127. E-mail signature is available in \_\_\_\_ group  
A. Names                      B. Include                      C. Tags                      D. Zoom
128. To establish a computer network, \_\_\_\_ card is used in a computer  
A. Display                      B. Sim                      C. Network Interface                      D. Internet
129. \_\_\_\_ is not a Protocol.  
A. Ethernet                      B. ATM                      C. HTTP                      D. Yahoo
130. Which option is used to input appointment in outlook?  
A. Tasking                      B. Calendar                      C. Mail                      D. Attachment
131. TCP/IP was invented in \_\_\_\_ year  
A.1977                      B. 1970                      C. 1975                      D. 1980
132. To connect your computer with Internet you must first sign up with  
A. ISP                      B. IBM                      C. Google                      D. Microsoft
133. What is the extension of picture file?  
A. JPG                      B. JGP                      C. PGJ                      D. GJP
134. Geographically \_\_\_\_ domain name is used for India  
A. .au                      B. .in                      C. pk                      D. gu
135. What can be done through internet  
A. Searching                      B. Playing Games                      C. Shopping                      D. All – A,B,C
136. A contact in outlook can include  
A. Picture                      B. Phone Number                      C. Web page Address                      D. All – A,B,C
137. DSL stands for \_\_\_\_.  
A. Data Short List                      B. Digital Software List                      C. Digital Subscriber Line                      D. None
138. An E-mail address is always unique.  
A. True                      B. False                      C. A or B any                      D. A & B Both
139. A valid email address must have  
A. @                      B. \$                      C. %                      D. !
140. To develop webpage \_\_\_\_ is used.  
A. SMTP                      B. HTML                      C. STLM                      D. MSHT