

A-0830

Total Pages : 3

Roll No.

CVEOM-102

**Office Automation and Internet Skills
Examination 2026 (Feb.)**

Time: 02:00 hrs

Max. Marks: 100

Note : This paper is of Hundred (100) marks divided in to two (02) Section A and B. Attempt the questions contained in these sections according to the detailed instructions given therein. *Candidates should limit their answers to the questions on the given answer sheet. No additional (B) answer sheet will be issued.*

Section-“A”

(Long Answer - type Questions)

Note:- Section ‘A’ contains Five (05) long-answer-type questions of twenty six (26) marks each. Learners are required to answer any two (02) questions only.

(2x26=52)

P.T.O

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1. Describe Computer hardware and peripherals used in an office environment. Also explain the primary and secondary storage devices and their uses.
2. Explain the role of an operating system in managing computer resources. Briefly discuss different types of operating systems.
3. What do you understand by computer networks? Describe different types of networks such as LAN, MAN, and WAN.
4. Describe classification of digital computer systems. Also explain the function of the motherboard and expansion cards in a digital computer system.
5. Write the steps to create a basic PowerPoint presentation, also describe the use of animations and slide transitions to improve a PowerPoint presentation.

Section-“B”

(Short -answer - type questions)

Note:- Section ‘B’ contains eight (08) short-answer type questions of twelve (12) marks each. Learners are required to answer any Four (04) questions only.

(4x12=48)

1. Explain major computer security threats and methods to protect against them.
2. Describe different generations of computers and their main features.
3. Explain the functions of the Control Unit (CU) and Arithmetic Logic Unit (ALU) in a digital computer.
4. Distinguish between proprietary software and open-source software.
5. How tables are created and managed in MS Word? Explain.
6. Describe the steps for controlling page layout in a MS Word document.
7. Explain basic Excel functions, i.e. SUM, MAX, MIN, AVERAGE, and COUNT and their practical uses.
8. Describe how charts are created and managed in MS Excel.
