A-1063

Total Pages : 4   **Roll No. -------------**

CCRT-104

Office Automation Tools

Certificate in Community Radio Technology

1st Semester Examination 2024 (June)

Time: 2:00 hrs   Max. Marks: 100

Note : This paper is of Hundred (100) marks divided into 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.

P.T.O.

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]

Q.1. What is ICT? Explain the role of ICT in our society. State how one can use ICT in raising the living standard of our society. [26]

Q.2. Define operating system. Explain its classification. Write some commonly used operating system by stating an example? [26]

Q.3. What is chart in MS-Excel. Explain some charts commonly used by using an example. [26]

Q.4. Define Internet. Explain how web-browser is used in Internet. State some commonly used web-browsers. Explain the use of hotspots in Internet accessing.

[26]

Q.5. Define the term authorized and unauthorized access. State the use firewall. Also explain the term, virus, trojan and malware. [26]

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]

Q.1. What is computer technology. State some areas which are directly associated with computer technology by using some examples? [12]

Q.2. Write a short note on computer classification? Explain some commonly used computer hardware and peripherals? [12]

Q.3. What is clipboard? Why it is required? Write the shortcut to cut, copy and paste. [12]

Q.4. Define Digital Certificate. Explain the process to generate Digital certificates. [12]

Q.5. What are header and footers? Why header and footers are used in a document? Write a process to add header/footer in the document. [12]

Q.6. What is spelling and grammar check? How is it important while writing a document? Illustrate the process to add spelling in a word document so that it can be used while writing in a document. [12]

Q.7. Explain the following: Sort, Filter and Subtotal in the terms of MS-Excel by using an example. [12]

Q.8. What is speaker notes and Handouts in terms of MS Power Point? Write the steps to use speaker notes.

[12]

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