

CERTIFICATE IN COMPUTER APPLICATIONS

Paper	Name of paper	Subject Type	Total Marks	Min Marks
I	COMPUTER FUNDAMENTAL	Theory	100	40
II	OFFICE AUTOMATION	Theory	100	40
III	DTP	Theory	100	40
IV	VIVA & INTERNALS	Theory	100	50

VCC PUNJAB
VISHWASH COACHING CENTRE

SECTION-A
COMPUTER FUNDAMENTAL

1. **what comes under fundamental of computer**
2. **what are the topics in IT fundamentals**
3. **what are the main computer fundamentals**
4. **what are the major components of a computer**
5. **what are the generation and types of computer fundamentals**

SECTION-B
OFFICE AUTOMATION

1. **Personal computer software tools**
2. **Devices use in modern office**
3. **Office procedure**
4. **Computer science and operating system**

SECTION-C
DTP

1. **Introduction about DTP**
2. **Features of DTP**
3. **Importance of DTP**
4. **Advantages and Disadvantages of DTP**

SECTION-D
VIVA & PRACTICALS

ASSIGNMENTS

Total Marks: 100

Q.1 MCQ's

(M.M-20)

1. Which property is used to transfer files from one host to another host over internet.

- a) IP b) FTP c) HTTP d) SMTP

2. Which open source software is used to upload from client to server or download from server to client?

- a) PHP b) Perl c) HTTP d) FILEZILLA

3. Which is the sequence, in which computer operates.

- a) Input, Output, Process b) Input, process, Output
c) Process, Input, Output d) Output, Process, Input

4. How many pins are there in DIMM?

- a) 138 b) 148 c) 158 d) 168

5. How many pins are there in SIMMs?

- a) 32-72 b) 42-82 c) 52-92 d) 62-102

6. Which shortcut key is used to refresh windows desktop?

- a) F1 b) F2 c) F5 d) F12

7. What is the capacity of typical DVD?

- a) 40MB b) 50MB c) 60MB d) 4.7 Gb

8. What is BIOS?

- a) Firmware b) hardware c) middleware d) software

9. Which process is used to record data on to an optical disc?

- a) Burning b) Reading c) Accepting d) Accessing

10. Which DOS command is used to display system time?

- a) Now b) TIME c) SYSTEM d) SYSTEMTIME

Q.2 Fill in the blanks

(M.M-20)

1.is known as the father of Computer.
2.invented Analytical engine.
3.is the main electronic component of the first generation computer.
4. An internal power supply units of CPU is.....
5. Full form of OS is.....
6.key is used to open CMOS setup utility.
7. The purpose of Nero Start smart.....
8. The process of deleting all the data on the hard drive is called.....
9. The purpose of BIOS shadow is.....
10.is a word processor.

Q.3 Shot answer type questions

(M.M-28)

1. What are personal computer software tools?
2. What do you mean by computer fundamentals?
3. What are computer fundamentals?
4. Introduce DTP?
5. What do you know by computer operating system?
6. Which are the devices used in modern office?
7. Discuss about the computer applications.

Q.4 Long answer type questions

(M.M-32)

1. Explain briefly DTP.
2. Which are the techniques used in modern offices are useful?
3. What are computer fundamentals?
4. Give brief details about Computer fundamentals?