

	<p>c) Cloud Computing is a tool used to create an application. d) None of the mentioned.</p>	
12	<p>What is Internet? a) Programming language b) Network connecting computers all over the world. c) Computer program to transfer data. d) All of these.</p>	MO 3.1
13	<p>E-mail stands for? a) Electrical mail b) Electronic messaging service. c) Electronic mail. d) All of these.</p>	MO 3.2
14	<p>What does WWW stands for? a) Working window web b) Web window word. c) World wide web. d) None of these.</p>	MO 3.1
15	<p>Which of these is an E-mail provider? a) G-mail b) Hotmail. c) Yahoo. d) All of these.</p>	MO 3.2
16	<p>A ledger can be deleted by using -----key combinations? a) Ctrl + Ab) Alt+ D c) Alt + C d) Ctrl + D</p>	M 4.3
17	<p>The function key for purchase voucher entry was----- ----- a) F2 b) F7 c) F8 d) F9</p>	M 4.5
18	<p>GST Ledger created under group----- a) Purchases b) Sales c) Duties and Taxes d) Current Liabilities</p>	M 4.9
19	<p>Salary outstanding was created under the group----- a) Salary c) indirect expenses b) Current liability d) direct expenses</p>	M 4.4
20	<p>The budget variance report can be displayed through ----- key combination a) Alt + C c) Ctrl + B b) Ctrl + V d) Ctrl + D</p>	M 4.6

PART-B

(There should be at least 2 questions from each module)

(Maximum Marks: 8x5 Marks = 40 Marks)

II. Answer *any eight* questions from the following. Each question carries marks.5 Marks.

Q No	Question	Module
1	Draw and explain the block diagram of a digital computer.	MO 1.4
2	Explain any five input/output devices.	MO 1.2
3	What is mouse? Explain the functions of the three mouse buttons.	MO 1.5
4	Write the steps to perform mail merge process in a word document.	MO 2.3
5	Explain the steps to add formula in an excel sheet with example.	MO 2.8
6	Explain the procedure to record sound in a slide in power point.	MO 2.13
7	Explain the procedure to send an E-mail.	MO 3.2
8	Explain any two cloud service providers.	MO 3.4
9	Explain the following. a) Search engine b) Web browser	MO 3.1
10	Explain the steps to create ledgers in Single and Double entry mode?	M 4.4
11	Write various vouchers and corresponding function keys?	M 4.5
12	Explain the procedure for creating stock groups, stock item and units of measure?	M 4.8