

Model Paper “Computer Foundation”
Diploma for Vocational Teacher Development (DVTD)
Annual Examination 2014 & Onward

SUBJECTIVE
PART – B

Time: 02:15 Hours

Marks: 40

SECTION - I

Q. 1 Write the short answer to any Twelve (12) from the following questions. 12 x 2 = 24

1. Define computer
2. Write two examples of input devices
3. Write two examples of software
4. Define hardware
5. Define output devices
6. Tell two types of memory
7. Define search engine
8. Define internet browser
9. Write procedure to rename a file
10. What is internet?
11. What is difference between document and presentation?
12. Name any two parts of computer
13. Name any two types of keys on keyboard
14. Write any two types of alignment in coral draw
15. Write two commands of orders in coral draw

SECTION - II

Note: Attempt any two (2) questions.

8x2=16

Q.2 Define the following:

- | | |
|------------------|-------------------|
| a) Data | b) Information |
| c) Input devices | d) Output Devices |

Q.3 Write a note on hardware and types of hardware.

Q.4 Write a note on Memory.

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PRACTICAL

Time: 02:30 Hours

Marks: 108

1. Create a New Folder on desktop with your name. (3 x 1 = 3)
2. Create and save a file in MS Word with your name in created folder of your name on desktop and do the following: (5 x 1 = 5)
 - a) Write Your Name and Set font size of “20pt”
 - b) Change the font style to “Arial”
 - c) Make it “Bold” and “Italic”
 - d) Make it double underline
 - e) Change case to “UPPERCASE”
3. Prepare and save the table in MS Word with name TABLE in created folder of your name on desktop. (5 x 10 = 50)
 - a) Make a table as shown below
 - b) Insert a new column between “Name” column and “Country” column with name “City”
 - c) For first row Set Font Arial, size 14pt and bold font
 - d) Centralize data in cells of table
 - e) Merge all columns into one of last row

Sr.#	Name	Country
1		
2		
3		

4. Prepare and save the worksheet with name RESULT CARD in created folder of your name on desktop.

RESULT CARD						
Sr.#	Name	SUBJECTS			Average	Total Marks (150)
		English (50)	Computer (50)	Fashion Design (50)		
1	AAA	20	30	40		
2	BBB	25	25	30		
3	CCC	15	30	45		

- a) Make a table as shown above (30 x 1 = 30)
- b) Apply formula to calculate Average and Total Marks of English, Computer and Fashion Design. (10 x 2 = 20)

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