

ACHARYA NAGARJUNA UNIVERSITY

B.A / B.Sc / B.Com / B.C.A DEGREE EXAMINATION

MODEL PAPER

First Year – Second Semester

Paper: Information & Communication Technology – 1

Time: 2 Hours

Maximum: 50 Marks

I. Answer all the multiple choice questions

10 X 1 = 10 M

1. IC stands for
 - a) Information Circuit
 - b) Intelligent Circuit
 - c) Integrated Circuit
 - d) Internal Circuit
2. The brain of the computer is _____
 - a) Control Unit
 - b) CPU
 - c) ALU
 - d) All of the above
3. The optical devices among the following are:
 - a) MICR
 - b) Scanner
 - c) Barcode reader
 - d) All of these
4. Magnetic tapes, floppy disks, optical disks, flash memory, and hard disks are examples of _____
 - a) Primary Memory
 - b) Cache Memory
 - c) Auxiliary Memory
 - d) Flash Memory
5. Deleted items stored in _____
 - a) Recycle bin
 - b) Folder
 - c) file
 - d) None of these
6. Shortcut for open a new document is _____
 - a) Ctrl+S
 - b) Ctrl+H
 - c) Ctrl+P
 - d) Ctrl+O
7. Ctrl+Z is used for _____
 - a) Undo the last action
 - b) Add a new page
 - c) Redo the last action
 - d) Paste the content from clipboard
8. To insert a hyperlink in a slide _____
 - a) Choose Insert →Hyperlink
 - b) Hyperlink can't be inserted in slides
 - c) Press Ctrl+K
 - d) Both a & c
9. Where a row and column meet, what do you call that?
 - a) A Cell
 - b) A Box
 - c) A Block
 - d) None of these
10. Clear the contents by pressing “DELETE” key from a keyboard will clear _____ in excel
 - a) Text only
 - b) Comments only
 - c) Format only
 - d) Both the Text & Format

II. Mach the Following

5 X 1 = 5 M

- | | |
|--------------|-----------------------------|
| 1. Microsoft | () Icon |
| 2. Plotter | () Menu |
| 3. Desktop | () PowerPoint Presentation |
| 4. Help | () Auditing |
| 5. Excel | () Output Devices |

III. Answer Any Five Questions from the following

5 X 7 = 35 M

11. Explain the block diagram of computers?
12. Explain about printers?
13. What are magnetic storage devices and explain.
14. What are different types of operating systems?
15. Draw a neat diagram and explain different parts of word window.
16. Explain mail merge.
17. How to create save and print a new presentation.
18. Explain some functions in excel.