

NOVEMBER 2021

**65167/KDA31/  
KDF31**

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Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer any TEN questions.

1. What is hardware?
2. Define – Operating System.
3. How can we number a list in MS Word?
4. Mention any two mathematical functions in Excel.
5. What do you mean by wizard?
6. Define Reports.
7. What is string?
8. Home page – Define.
9. Explain – jpeg.
10. What do you mean by Micro Computers?
11. Define Database
12. HTTP– Expand.

PART B — ( $5 \times 5 = 25$  marks)

Answer any FIVE questions.

13. Explain the importance of computers.
14. Convert the following:  
(a)  $56_{10}$  (b)  $11011011_2$  (c)  $121B_{16}$ .
15. Write a C program using Arithmetic operations.
16. Describe on creation of Power point slide.
17. Write a note on Primary key in MS ACCESS.
18. What are the services provided by Internet? Explain.
19. List out the Characteristics of data in a database.

PART C — ( $4 \times 10 = 40$  marks)

Answer any FOUR questions.

20. Explain the components of a computer system with examples.
21. State and discuss about the features of MS Word.
22. Briefly explain the procedure for creation of charts in MS Excel.

23. Discuss about creating reports.
  24. How will you send and receive a message in your E-mail account? Describe.
  25. Explain the following:
    - (a) Audio
    - (b) Video
    - (c) MIDI
    - (d) Animation.
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