Maximum Marks: 40   **Time Allowed: 2 hours**
General Instructions:
1. This Question Paper has 5 Sections A-E.
2. All Questions are compulsory.
3. Section A has 10 questions carrying 01 mark each.
4. Section B has 5 Short Answer (SA-I) type questions carrying 02 marks each.
5. Section C has 3 Short Answer (SA-II) type questions carrying 03 marks each.
6. Section D has 2 Long Answer (LA) type question carrying 04 marks.
7. Section E has 1Case-based Question carrying 03 marks

SECTION – A (All questions are compulsory)

1. Which of the following is an example of non-volatile memory?
   a. ROM   b. RAM   c. CD   d. DVD
2. Large amount of cheques are processed by using
   a. OCR   b. MICR   c. OMR   d. DVD
3. Dot Matrix is a type of
   a. Printer   b. Scanner   c. Memory   d. None of the above
4. _____ is a type of network in which computers are connected over a very small range(about 10 meter)
   a. LAN   b. PAN   c. MAN   d. WAN
5. A single machine in a network is known as
   a. Computer   b. Node   c. User   d. None of above
6. Reservation system is an example of
   a. General software b. Specific Software c. Customise Software   d. System Software
7. Address of the cell at 20th column and 12th row
   a. T12   b. 12T   c. L20   d. 20L
8. _____ is a example of mixed cell referencing.
   a. A1   b. $A1   c. &A1   d. A&1

Questions No-9 & 10 are Assertion and Reason types. Each question consists of two statements, namely, Assertion (A) and Reason (R). Select the most suitable option considering the Assertion & Reason.

9. Assertion (A): An inkjet printer produces high quality printouts.
   Reason (R): This printer uses coloured and black cartridge.
   (a) Both Assertion (A) and Reason (R) are true and Reason (R) is a correct explanation of Assertion (A).
   (b) Both Assertion (A) and Reason (R) are true but Reason (R) is not a correct explanation of Assertion (A).
   (c) Assertion (A) is true and Reason (R) is false.
   (d) Assertion (A) is false and Reason (R) is true.

10. Assertion (A):): Plot area includes all objects in a chart
    Reason (R): Pie chart is a type of circular chart that is divided into sectors.
    (a) Both Assertion (A) and Reason (R) are true and Reason (R) is a correct explanation of Assertion (A).
    (b) Both Assertion (A) and Reason (R) are true but Reason (R) is not a correct explanation of Assertion (A).
    (c) Assertion (A) is true and Reason (R) is false.
    (d) Assertion (A) is false and Reason (R) is true.

SECTION –B (2 marks each)

11. Answer the following:
    a. Differentiate between Primary and Secondary Memory.
    b. Explain the following:
        i. Bar Code Reader   ii. Plotter
12. What do you know about Processing unit? Explain its elements.
13. What do you know about MS Excel? Write its main features.
14. What are the benefits of creating charts in excel? Explain the significance of Column chart.
15. Explain the following functions:-
    a. Average ( )   b. If ( )

SECTION –C (3 marks each)

16. Define terms System software and explain its types.
17. What do you know about communication media? Explain about wired media.
18. Do as directed:
    (i)   Define the following terms:
        a. Cell   b. Cell address   c. Workbook   d. Cell range
    (ii) Write expanded form of the following:
        a. MICR   b. LCD

SECTION –D (4 marks)

19. What do you know about cell referencing? Explain any two types of cell referencing with suitable example.
20. Do as directed
    a. What are the benefits of creating charts in excel? Explain the significance of Column chart.
    b. Explain the different components of chart in Ms Excel

SECTION - E (3marks)
Case Study

21. Observe the following table and give answers accordingly

	A	B	C	D	E	F	G	H
1	ITEM	QUANTITY	RATE	AMOUNT	DISCOUNT 40%	NET AMT	GST 28%	TOTAL
2	PEN	20	50					
3	PENCIL	10	20					
4	MARKER	9	25					
5	ERASER	10	10					
6	BOARD PI	6	45					
7								

Write formula/function for the given task:

    a. To calculate AMOUNT.
    b. To calculate discount 40% and GST 28%
    c. To calculate NET AMT and TOTAL.