



**ST.XAVIERS COMPUTER CENTRE
MODEL EXAMINATION JANUARY 2024
OFFICE AUTOMATION**

Time: 2hrs
Max marks: 100

Fill in the blanks. Answer ALL questions.

(10x1=10)

1. _____ is the text that appears at the top of each page of a document.
2. Every cell has a unique _____
3. _____ and _____ are the two types of page orientations.
4. _____ printing techniques resembles potato printing.
5. _____ Accounts related to persons or firms.
6. Books of original entry is known as _____
7. _____ printing plate which is most often made from aluminium.
8. _____ is a powerful presentation program.
9. _____ is an individual or entity that owes money to a business.
10. Books of original entry is known as _____
11. _____ refers to the combination of different forms of media such as text, graphics, audio, video and animation.

I. Explain briefly Answer any TEN questions.

(10x4=40)

1. What is Gravure
2. What is screen printing
3. Explain types of accounts
4. What is assets
5. What is a Clip board block?
6. What is Watermark?
7. Explain rules of debit and credit
8. What is journal
9. How do you insert a table in a document? How additional rows and columns are inserted?
10. Write short note on text formatting. How page borders are applied?
11. Write short note on data filtering in MS Excel.
12. How do you add animation to a presentation?
13. Write steps to insert a picture in a slide.

II. Answer any FIVE questions. Explain in detail.

(5x10=50)

1. Explain the following

- | | |
|------------------------------|----------------------|
| a) Superscript and Subscript | b) Header and Footer |
| c) Bullets and Numbering | d) Macro |

2. Explain DTP software

3. What are the main industrial process in printing explain detail

4. Explain the following

- | | |
|---|----------------------|
| a) Different view modes of a Presentation | b) Clip Art |
| c) Notepad | d) Internet browsing |

5. What are the components of MS Power Point Window?

6. Explain Balance sheet.



ST.XAVIERS COMPUTER CENTRE
MODEL EXAMINATION – JANUARY 2024
Networking and Internet

Time: 2 Hours

Max. Marks: 100

1. Fill in the blanks. Answer ALL questions.

(10x1=10)

1. ARPANET stands for _____
2. Digital transfer of funds from one bank account to another is known as an _____
3. _____ refers to the buying and selling of goods and services through mobile devices.
4. G2B stands for _____
5. _____ is a string of characters used to identify the location of a resource on the internet.
6. _____ is the process of converting plain text into cipher text.
7. A _____ is a multi-port bridge.
8. _____ is a security process that requires users to provide two forms of identification to access a system or service.
9. WAN stands for _____
10. A _____ is a randomly generated string of letters or numbers that serves as a user's authentication for a single login or transaction.

II. Explain briefly. Answer any TEN questions.

(10x4=40)

1. Briefly explain Bus Topology.
2. What are the different types of Mobile Applications?
3. Advantages and Disadvantages of Social Media Marketing.
4. Difference between Wired and Wireless Network.
5. What are the Pillars of E-governance?
6. How to prevent Phishing?
7. What is MAC address in networking?
8. Define EFT.
9. What is the Difference Between Webmail and Email Client?
10. Write the benefits of E-learning
11. Difference between Traditional commerce and E-commerce.
12. Define Data Encryption and Decryption.
13. What is an Intranet? What are the advantages and disadvantages of Intranet?

III. Answer any FIVE questions. Explain in detail.

(5 x 10=50)

1. What is Malware? Briefly explain different types of Malware.
2. What is a Search Engine? How do Search Engines work.
3. Describe the working of E-mail.
4. What do you mean by E-Governance? What are the four models of E-Governance?
5. Explain Generations in mobile communication.
6. Explain different categories of Mobile applications
7. Explain
 - i) Forgery
 - ii) Cyberstalking
 - iii) Email Bombing
 - iv) Web Jacking
 - v) Email Spamming



MODEL QUESTION PAPER

PRINCIPLES OF PROGRAMMING AND WEB TECHNOLOGY

MODULE 1

I. Fill in the Blanks

(1 mark)

1. _____ is formally defined as a finite set of instructions that are followed in a specified order to accomplish a specific task.
2. The _____ a diagram or illustration which visually presents the flow of data through processing systems
3. The _____ Scans the entire program and translates the whole of it into machine code at once.
4. In _____ programming Program is divided into small parts called objects
5. _____ is a heart of computer system

II. Explain Briefly

(4 mark)

1. What you mean by a flowchart ? Explain various symbols used in it
2. What is procedure oriented and object oriented programming language
3. Briefly explain microprocessor and microcontroller
4. What are the steps in operation cycle
5. What is compiler and interpreter

III. Explain in detail

(10 mark)

1. Write a note on algorithm flowchart and pseudo code
2. Discuss different types of programming languages

MODULE 2

I. Fill in the Blanks

(1 mark)

1. _____ is a procedural oriented and structured programming language
2. _____ are names given to different entities such as constants, variables, structures, functions
3. _____ variables that are defined and used just within the function or block.
4. _____ are used to receive inputs and print out a type's output.
5. _____ are fixed values that cannot be changed by the programme while it is running
6. _____ are symbols that are used to perform mathematical, conditional or logical calculations
7. A variable can be given a value by using the _____

8. a shorthand way of writing an if-else statement is _____

II. Explain Briefly

(4 mark)

1. What is C- Program explain advantages and characteristics of C program
2. Write a short note on structure of C Program
3. Explain compilation process
4. What is variable and explain types of variables
5. What are the different types of data types available in C
6. What id format specified
7. Write a note on keywords and constants
8. Explain print f() and scan f() function
9. Explain about bitwise operator in c
10. Briefly explain break continue and goto statement with example

III. Explain in detail

(10 mark)

1. Write a short note on various C tokens
2. Explain in detail various operators present in programming language
3. Explain conditional statements in C
4. Differentiate switch and while statement
5. Explain control statements
6. Explain about while loop and for loop in detail

MODULE 3

I. Fill in the Blanks

(1 mark)

1. _____ is a finite, ordered collection of uniform data kept in a single block of memory
2. Data in the form of tables is stored in _____ arrays.
3. a block of code called a _____ carries out a certain task.
4. _____ is a unique method of function nesting in which a function calls itself inside of it.
5. Strings are _____ arrays.
6. String manipulators are stored in _____ header file.
7. A pointer is a _____ that is used to store the address of a variable's memory location
8. _____ are used to collect numerous related variables in a single place
9. A _____ pointer is created in order to open an existing file or create a new one.

II. Explain Briefly

(4 mark)

1. What is multidimensional array
2. Write function calls
3. What is recursive function
4. What is header file

5. Write a note on strings in C and string manipulation functions in C program
6. What is pointer
7. Write about structure
8. Write a note on files in C

III. Explain in detail

(10 mark)

1. Write a note on array and different types with example
2. Write a note on function different function calls

MODULE 4

1. Fill in the Blanks

(1 mark)

1. _____ is a part of user software that communicates with a server to access a service.
2. A _____ is a computer, device/ software application that is solely responsible for controlling network resources.
3. Expand HTML
4. A _____ connects one website to another.
5. Expand HTTP
6. The purpose of adding _____ is often to make the source code clearer to understand
7. Images are inserted using the _____ HTML tag
8. The _____ element can be used to build a table

1. Explain Briefly

(4 mark)

1. What is server
2. What is scripting languages
3. What is client
4. What is the purpose of web application
5. What is HTML and its purpose, advantages
6. What is html Tags
7. Write a note about html Heading tag
8. What are the text formatting in HTML
9. Write a note on Links
10. What are html table explain with sample html code
11. Write about HTML I frames
12. What are the different types of CSS
13. Explain color and formatting text with CSS
14. What is JavaScript explain advantages
15. Explain variables in JavaScript
16. Write a short note on function in JavaScript
17. Write dialogue box in JavaScript
18. Briefly explain about form validation
19. What are the types of list in HTML tag

2. Explain in detail

(10 mark)

1. What is html form and explain 5 html form elements
2. Explain loops in JavaScript with example
3. What are the conditional statements in JavaScript

MODULE 5

I. Fill in the Blanks

(1 mark)

1. In PHP the _____ statement is used to print
2. Symbols known as _____ are used to direct the PHP processor to carry out specific tasks
3. A new _____ is available in PHP 7 and can be used to compare two expressions.
4. _____ are unique variables that can store many values organized by index under the same variable name
5. _____ enable us to make decisions based on multiple conditions. The operands act as conditions that can result in a true or false value.

II. Explain Briefly

(4 mark)

1. What is PHP explain advantages and application area
2. Write a note on variables in PHP
3. What is echo statement in PHP
4. Write a note on python and its features
5. Write about python keywords
6. Write variable and data types in python
7. Explain break and continue statement in python

III. Explain in detail

(10 mark)

1. Explain data type in PHP with example
2. Explain different operators in PHP
3. Describe conditional statements in PHP
4. Explain loops in PHP
5. Explain operators in python
6. Explain conditional statements in python



St. Xavier's Computer Centre, Palayam, Tvm

DCA – Model Examination – Feb. 2024

Introduction to Information System

Time: 2 Hrs

Total Mark: 100

I. Fill in the blanks. (1 x 10)

1. The ----is an electronic device that manipulates data or information.
2. HDMI stands for -----
3. A ----- is unique identifier for each row in a table.
4. A ----- is a process of organizing data in a database to minimize redundancy and Dependency.
5. ERP stands for -----
6. System Software that supports the proper and efficient running of a computer system is known as -----
7. FOSS stands for -----
8. BIOS stands for -----
9. The ----- is process of starting a computer.
10. The ----- is a general purpose computer designed for personal use.

II. Answer any Ten of the following:- (4 x 10)

1. What are the basic functions of a computer?
2. Define:-MOTHERBOARD, BIOS, MBR, FREEWARE
3. Convert the following Binary to Decimal:- a. $(10100111)_2$ b. $(11010111)_2$

4. What is Database Management System? Write its components.
5. What is utility software? What are the different types of utility software. Define
6. Explain different types of cable connections.
7. What are the different types of number systems? Explain.
8. Define: -a. ASCII b. EBCDIC c. POST d. GREP e. FORMAT
9. Define virtual Machine and Docker concepts
10. What are the types of users in DBMS to access or retrieve the data as needed.
11. What is normalization? Explain.
12. Explain the First and Second Generation of Computers.
13. What are the types of computers? Explain.

III. Answer any five of the following:-

(5 x 10)

1. What is Database Model? What are the different types of data models. Explain.
2. What is Management Information Systems. Explain its resources and Components.
3. What is DBMS? Explain the Architecture of DBMS. Write its advantages and Disadvantages.
4. What is Computer Virus? What are the types of virus and how a virus spread?
5. Explain the different versions of Windows Operating System.
6. What is an operating system? Explain the different types of Operating System and Its functions.
7. Explain the role of Information Technology in different sectors.