

Total No. of Printed Pages—8

HS/XII/V/CT/Paper-IV/21

2 0 2 1

COMPUTER TECHNIQUE

(Vocational Stream)

[Desktop Publishing (DTP)]

(Theory)

Full Marks : 100

Time : 3 hours

The figures in the margin indicate full marks for the questions

General Instructions :

- (i) Write all the answers in the Answer Script.
- (ii) Attempt Part—A (Objective Questions) serially.
- (iii) Attempt all parts of a question together at one place.

(PART : A—OBJECTIVE)

(Marks : 75)

SECTION—I

(Marks : 45)

- 1.** Fill in the blanks from the list of words/phrases given below : 1×15=15

- (a) The process of creating a document using page layout software is called as ____.
- (b) ____ allows to assemble elements like texts, graphics, etc., in one page.

(2)

- (c) _____ allows to work with text just like word processor in PageMaker.
- (d) _____ image format is supported in PageMaker.
- (e) Basic _____ like circle, ellipse, rectangle, etc., can be directly drawn in PageMaker.
- (f) The process of removing mistakes from a draft document is called as _____.
- (g) CorelDRAW is known as _____ graphic design software.
- (h) Any _____ can be designed in CorelDRAW.
- (i) The most common tool in CorelDRAW is _____ tool.
- (j) _____ tool is used to divide the graphics into two parts in CorelDRAW.
- (k) In PageMaker/CorelDRAW, the graphics/elements can be increased/decreased in size through _____.
- (l) Bitmap images requires more _____ than graphics images.
- (m) In page setup, the vertical length of a paper is more than the horizontal length of a paper in _____ orientation.

(3)

(n) The process of removing a portion of a photo is known as ____.

(o) The color model used by printers is ____.

List of words/phrases

Shapes	Logo	DTP
Proofreading	Pick	Portrait
Cropping	Knife	CMYK
Story Editor	Vector	Memory
PageMaker	JPEG	Handles

2. State whether the following statements are *True* or *False* : $\frac{1}{2} \times 20 = 10$

(a) PageMaker file requires more memory than CorelDRAW file.

(b) PageMaker and MS-Word are same.

(c) CorelDRAW and Adobe Photoshop are same.

(d) In PageMaker, elements are first prepared outside PageMaker and then import.

(e) GIF is a video format.

(f) Superscript can be done in PageMaker.

(g) Drop Cap cannot be done in PageMaker.

(4)

- (h) WYSIWYG means what you see is what you get.
- (i) JPG stands for Joint Picture Group.
- (j) Text boxes can be linked in PageMaker.
- (k) Files cannot be exported from PageMaker.
- (l) Scrolling and panning are same.
- (m) Artistic text and Paragraph text are same in CorelDRAW.
- (n) PageMaker cannot be used to prepare newspaper.
- (o) In PageMaker, page numbers can be inserted from insert menu.
- (p) Autoflow is not allowed in PageMaker.
- (q) Nodes in CorelDRAW can be added or subtracted.
- (r) File extension of CorelDRAW file is .DOCX.
- (s) Graphics can be saved as images in CorelDRAW.
- (t) In CorelDRAW, an image can be placed inside a graphic.

(5)

3. Match the following sentences given the two columns below : 1×10=10

<i>Column—I</i>	<i>Column—II</i>
(a) Text tool is common to both	(i) Shape tool
(b) Arrangement of texts, images, shapes means	(ii) PageMaker
(c) In CorelDRAW, the tool used to apply design to a drawing is	(iii) RGB
(d) Text frames can be used in	(iv) Grouped
(e) Fountain fill is used in	(v) Paragraph headers
(f) Monitor	(vi) Keywords
(g) Two, three or more objects can be	(vii) Artistic texts
(h) Table of contents	(viii) CorelDRAW
(i) Index table	(ix) PageMaker or CorelDRAW
(j) PowerClip	(x) Page layout

4. Expand the following acronyms (any ten) : 1×10=10

(a) DTP	(i) PNG
(b) CMYK	(j) WWW
(c) RGB	(k) WYSIWYG
(d) MPEG	(l) KISS (Related to design principle in computers)
(e) JPEG	
(f) PDF	(m) BMP
(g) GIF	(n) AV
(h) TIFF	(o) DPI

(6)

SECTION—II

(Marks : 30)

5. Answer any *ten* of the following questions in *1* or *2* sentence(s) each : 2×10=20

- (a) What is artistic text in CorelDRAW?
- (b) How to group objects in CorelDRAW?
- (c) What is autoflow in PageMaker?
- (d) Give the difference between Shape tool and Bézier tool in CorelDRAW.
- (e) What is the use of arrange command in CorelDRAW?
- (f) Define frame in PageMaker.
- (g) What is a Master Page in PageMaker?
- (h) What is the use of place command in PageMaker?
- (i) What are nodes in CorelDRAW?
- (j) What do you mean by perspective view in CorelDRAW?
- (k) Define layers in PageMaker.
- (l) What is masking in PageMaker?

(7)

6. How are the following commands/tools used in PageMaker or CorelDRAW? 2×5=10

- | | |
|-------------------|---------------------------|
| (a) Revert | (f) Cascade |
| (b) Acquire | (g) Lock position |
| (c) Export | (h) Freehand tool |
| (d) Paste special | (i) Interactive fill tool |
| (e) Leading | (j) Eyedropper tool |

(PART : B—DESCRIPTIVE)

(Marks : 25)

GROUP—I

Answer any *two* of the following questions : 5×2=10

7. What are the different steps used to fit text into path?
How to apply spacing between text and path after fitting?

8. How to apply PowerClip into artistic text?

9. How to create Master Page in PageMaker?

10. What are the steps in creating Index table?

(8)

GROUP—II

11. Write short notes on any *three* of the following : 5×3=15

- (a) Snapping
- (b) Palettes
- (c) Styles
- (d) Lenses
- (e) Contour
- (f) Table of contents

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Total No. of Printed Pages—8

HS/XII/V/CT/Paper-V/21

2 0 2 1

COMPUTER TECHNIQUE

(Vocational Stream)

(Computer Network)

(Theory)

Full Marks : 100

Time : 3 hours

The figures in the margin indicate full marks for the questions

General Instructions :

- (i) Write all the answers in the Answer Script.
- (ii) Attempt Part—A (Objective Questions) serially.
- (iii) Attempt all parts of a question together at one place.

(PART : A—OBJECTIVE)

(Marks : 50)

1. Fill in the blanks from the list of words/phrases given at the end : 1×20=20

(a) A _____ is a set of rules that governs the communications between computers on a network.

(b) A _____ is a network that confines to a relatively small area.

(2)

- (c) The Internet is an example of _____.
- (d) The Netscape Navigator is a popular _____.
- (e) Every machine in a network has a unique _____.
- (f) The data in network travels in the form of a _____.
- (g) We can amplify the signal using _____.
- (h) A _____ is a device that allows us to segment a large network into two smaller more efficient networks.
- (i) A _____ is a device that connects dissimilar networks.
- (j) Mobility is one of the advantages of _____ LAN.
- (k) _____ waves are widely used for short-range communication.
- (l) _____ is/are computer program(s) written by devious programmers and designed to replicate themselves and infect computers when triggered by a specific event.
- (m) _____ is a term used by some to mean 'a clever programmer'.
- (n) _____ are text file with small pices of data that are used to identify user computer on network.
- (o) A _____ topology is designed with each node connected directly to a central network hub or concentrator.

(3)

- (p) A _____ is a set of rules that governs the communications between computers on a network.
- (q) _____ is a hardware device that establishes connections of computing devices on wireless LAN with a fixed wired network.
- (r) _____ is a term used to describe the legal issues related to use of communication technology particularly the Internet.
- (s) _____ is a device that modulates an analog signal to digital and also demodulates an analog signal to digital and also demodulates a digital signal to analog.
- (t) The _____ provides the physical connection between the network and the computer workstation.

List of phrases/words :

Tree	WAP	packet	bridge
WAN	NIC	gateway	Hacker
Virus	IP address	Modem	Router
Cyber law	star	TCP/IP	Infrared
Topology	Cookies	protocol	MAN
repeater	host	LAN	browser
wireless	MAC	node	server

(4)

2. State whether the following statements are *True* or *False* : 1×10=10

- (a) All modems are not direct-connect devices.
- (b) Optical fibers provide a very large bandwidth data link.
- (c) A dedicated server function only as a server and is not used as a client or workstation.
- (d) A dial-up connection is more reliable than a direct connection.
- (e) It is possible for two users to have the same e-mail address.
- (f) Bus topology shares a single channel on which all stations can receive and transmit data.
- (g) An octet is an 8-bit binary number.
- (h) A hub is used to boost the signal strength as it passes along a cable.
- (i) In HTML,
 is an example of container tag.
- (j) Wireless media are called guided media.

3. Choose and write the correct option : 1×5=5

- (a) Computer on Internet must
 - (i) be of the same type
 - (ii) be able to connect to one Internet server for the country
 - (iii) connect to a coaxial cable connector
 - (iv) use of same protocol

(5)

- (b) We can connect to the Internet through
- (i) direct access
 - (ii) dial-up IP
 - (iii) a connected LAN
 - (iv) All of the above
- (c) Which of the following topologies is least affected by removal/addition of workstations?
- (i) Ring
 - (ii) Star
 - (iii) Bus
 - (iv) None of the above
- (d) Which type of network should be installed to connect a small number of computers in the office building?
- (i) LAN
 - (ii) WAN
 - (iii) MAN
 - (iv) None of the above
- (e) Which of the following is a communication device?
- (i) ROM
 - (ii) Hub
 - (iii) Registers
 - (iv) SMPS

(6)

4. Write short notes on the following in not more than 4 to 5 sentences each (any *five*) : 3×5=15

- (a) Server
- (b) URL's
- (c) LAN
- (d) WWW
- (e) Tree topology
- (f) EDI
- (g) Booting

(PART : B—DESCRIPTIVE)

(Marks : 50)

Answer any **two** questions from each Section

SECTION—I

(**Network Technologies**)

5. (a) What are the different types of network? Explain.
- (b) What are the advantages of wireless network? Explain. 4+5=9
6. (a) What is a ring topology? Explain with diagram.
- (b) What are analog and digital transmissions? 5+4=9

(7)

7. Write short notes on the following (any *two*) : $4\frac{1}{2} \times 2 = 9$

- (a) Guided media
- (b) Fiber optic
- (c) Complexer

8. (a) What is a switch? Why is it used in a network? Explain.

(b) What is a file server? Explain its function. $5+4=9$

SECTION—II

(Network Environment)

9. (a) What is File Transfer Protocol (FTP)? Explain.

(b) What are cookies? Explain. $5+4=9$

10. (a) What are the security measures in a network to present?

(b) What are the important steps in a network to prevent from intruders? Explain. $3+6=9$

11. Write short notes on the following : $4\frac{1}{2} + 4\frac{1}{2} = 9$

- (a) Remote Login
- (b) Web Server

12. (a) Write a short note on 'addressing in the Internet'.

(b) Explain Class A, Class B and Class C networking. $4+5=9$

(8)

SECTION—III

(Network Application)

- 13.** (a) What is a Web browser? Explain with example.
(b) Write a short note on HTML and its code types. 3+4=7
- 14.** (a) What is Internet explorer? Explain its importance.
(b) Write a short note on TCP/IP. 4+3=7
- 15.** Write short notes on the following : $3\frac{1}{2}+3\frac{1}{2}=7$
(a) ROUTERS
(b) TELNET

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Total No. of Printed Pages—7

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2 0 2 1

COMPUTER TECHNIQUE

(Vocational Stream)

(Computer Commercial Application)

(Theory)

Full Marks : 100

Time : 3 hours

The figures in the margin indicate full marks for the questions

GROUP—A

(Introduction to Statistical Techniques)

1. Fill in the blanks from the choices given in the table below : 1×10=10
- (a) The formula for arithmetic mean for n values and x_i data set of values is ____.
- (b) The ____ is the middle value from a data set.
- (c) ____ is the number that occurs most in the data set.
- (d) The formula for harmonic mean for n numbers and x_i values is ____.
- (e) The formula for geometric mean for n number of values and x_i values to average is ____.

(2)

- (f) The median of 5, 2, 1, 10, 7 is ____.
- (g) The mode of 1, 1, 5, 3, 2 is ____.
- (h) The arithmetic mean of 10, 5, 30 is ____.
- (i) ____ is the measure of dispersion of a set of data from its mean.
- (j) The standard error for sample size 5 and standard deviation as 17 is ____.

Choices table :

5, $\sqrt[n]{x_1, x_2, \dots, x_n}$, mode, median, $\frac{1}{n} \sum_{i=1}^n x_i$, 7.5, 5, 1, standard deviation, 15

2. Define the following in 1 or 2 sentences each (any five) : 2×5=10

- (a) Simple linear regression
- (b) Variance
- (c) Arithmetic weight
- (d) Best fitting line
- (e) Coefficient of variation
- (f) Degrees of freedom
- (g) Correlation coefficient

(3)

3. Solve any *two* of the following : 5×2=10

(a) Find the mean deviation about the mean for the following data :

6, 7, 10, 12, 13, 4, 8, 12

(b) Find the standard deviation for the following data :

6, 8, 8, 10, 11, 11, 11, 15

(c) Find the variance of the following set of data :

4, 3, 7, 5, 1

GROUP—B

(Simple Accounting)

4. Fill in the blanks from the list of words or phrases given below : 1×10=10

(a) The process of recording financial transaction pertaining to a business is known as ____.

(b) ____ is an example of a tangible asset.

(c) ____ is an example of a liability.

(d) Accounts relating to properties and assets is known as ____.

(e) In Golden rule of accounting for personal accounts ____ means the giver.

(f) ____ means the business will exist for a long period of time.

(4)

- (g) A person who supplies goods or services to the business, who does not receive payments immediately from the business and is liable to receive payment from the business in future, is known as ____.
- (h) ____ is a book which contains all the accounts whether personal, real or nominal which are entered in journal or subsidiary books.
- (i) ____ is the process of transferring the entries recorded in the journal or subsidiary books to the respective accounts opened in ledger.
- (j) ____ is a statement which shows debit balances and credit balances of all ledger accounts.

List of words/phrases :

Ledger, Trial Balance, going concern, credit, Real Account, Accounting, Building, Sundry Creditors, Income-tax payable, posting

- 5.** Write on each of the following in 1 or 2 sentence(s) (any five) : 2×5=10
- (a) Golden rule of accounting
- (b) Double column cash book
- (c) Role of accountant
- (d) Sundry debtors
- (e) Vouchers
- (f) Chart of accounts
- (g) Transaction
- (h) Trading account

(5)

6. Write on each of the following (any *five*) : 2×5=10

- (a) Difference between debtors and creditors
- (b) Difference between Balance Sheet and Trial Balance
- (c) Difference between single-column and double-column cash book
- (d) Difference between nominal account and personal account
- (e) Difference between straight line and diminishing balance method of depreciation
- (f) Difference between tangible and intangible assets
- (g) Difference between gross profit and net profit

7. Journalize the following transactions taking given serial number as date : 10

- (i) Charged depreciation on furniture ₹ 300
- (ii) Rent due, but not paid ₹ 2,000
- (iii) Commodities given as charity ₹ 500
- (iv) Written-off bad debts ₹ 200
- (v) Recovered the bad debts ₹ 100
- (vi) Commodities distributed as sample ₹ 50
- (vii) Commodities withdrawn by the proprietor for his personal use ₹ 150
- (viii) Loss of commodities by fire ₹ 250

(6)

- (ix) Loss of cash by the theft ₹ 600
- (x) Received advance from Ramesh for supply of commodities ₹ 1,000
- (xi) Advance given to supplier for the supply of commodities ₹ 2,000

GROUP—C

(Marketing and Salesmanship)

8. Define the following in *1* or *2* sentence(s) (any *five*) : $2 \times 5 = 10$

- (a) Marketing
- (b) Physical distribution
- (c) Wholesaler
- (d) Service sectors
- (e) Market segmentation
- (f) Product maturity
- (g) Primary data

9. Write short notes on any *four* of the following : $2\frac{1}{2} \times 4 = 10$

- (a) Marketing mix
- (b) Characteristics of service
- (c) Pricing
- (d) Consumer needs and motivation
- (e) Product diversification

(7)

- 10.** What are the qualities of a good salesman? 5
- 11.** Define sales promotion. What are the tools used in sales promotion? 5

Or

What are the three basic functions necessary for any business organization? Explain each briefly.

★ ★ ★