P-1

COMPUTER OPERATOR AND PROGRAMMING ASSISTANT
(PRACTICAL)
SEMESTER-I

TIME: 8 HRS.   **MARKS: 100**

Note: Attempt all the questions.

1.   **Do the following –**   **(20)**
      a) Make partition on the hard disk by diving the disk space into three partitions.
      b) Change the admin password.
      c) Check the used space available on all the drives using My Computer icon on desktop.
      d) Copy CD content to D drive and Pen drive content to E drive.
      e) Recalculate used space and compare it with earlier.

2.   **Perform the following operation in MS Word:**   **(30)**
      a) Write three paragraphs of random text using rand command.
      b) Set the left and right margin 0.75″ and 0.5″ respectively.
      c) Set different font styles of each paragraph.
      d) Create a table having 5 rows and 5 columns.
      e) In the first row fill the column as "Roll No", "Name", "Class" and "Email".
      f) Bold the headings.
      g) Fill all the entries.
      h) Underline the email of students.
      i) Check Print preview.
      j) Print 5 copies of the document.

3.   a) Connect two PC's using cross cable with the help of crimping tool and RJ45.   **(10)**
      b) Check Whether PC is alive or not on network using Ping command.   **(10)**
      c) Compose a mail: **(10)**
         ➢ Having subject "Wedding Invitation".
         ➢ Include friend list in CC.
         ➢ Mention date & venue in body of mail.
         ➢ Attach Card pic with mail.
         ➢ Attach a sound file with the mail.

4.   **Start the Google Chrome Browser. Perform the following settings:**   **(20)**
      a) Set the home page to "www. google.co.in".
      b) Clear the history.
      c) Set the chrome as default web browser.
      d) Browse information related to "Various types of Browsers".

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