

MODEL PAPER - 3

Duration : 3 hours

Marks : 80

Note :

- (1) In Section I, Part A Question No. 1 is compulsory.
- (2) In Section I, attempt any two questions from Question Nos. 2 to 5.
- (3) In Section II, attempt any two questions from Question Nos. 6 to 9.
- (4) Answers to both Sections should be written in the same answer book.
- (5) Figures to the right indicate maximum marks.

SECTION - I (PART - A)

Q1 (a) Answer the following briefly: [3]

- (i) Give one advantage of Windows over MS-DOS.
- (ii) What is Full Screen view in Ms-Word and how is it obtained.
- (iii) What is FTP?

(b) Answer the following in 'C': [1+1+1+2=5]

- (i) What is the use of 'default' option in switch()?
- (ii) What are white spaces?
- (iii) What is the use of 'break' statement in switch()?
- (iv) What is an identifier? State the rules for forming an identifier.

(c) State whether the following statements are true or false: [3]

- (i) Windows Explorer of Windows'95 allows you to search for directories and files.
- (ii) Windows Explorer of Windows'95 allows you to search the Web.
- (iii) Impact printers require special type of sensitive paper for printing.
- (iv) In Ms-Word, Cut/Copy option is highlighted only after the text is selected.
- (v) In Ms-Word, Print Preview option appears in Edit Menu.
- (vi) In Ms-Word, Font option in Format Menu provides effects such as subscript, superscript etc.

(d) Answer the following in Foxpro: [2+3=5]

- (i) Explain the use of following functions:
DATE() DELETED()
- (ii) Explain the use of following commands:
MODIFY STRUCTURE SET RELATION TO SET
DEFAULT TO

Q2 (a) What does the following 'C' program print: [2]

```
main()
{ int x=1, t=0;
while(x<5)
{ if (x%2 == 1)
```

```
t+=x;
else t-=x;
printf("%d ",t); x++;
if (t>20) break; }
printf("t = %d", t); }
```

- (b) State whether the following statements are true or false: [2]
- (i) We can enter characters using a mouse.
 - (ii) Hard disk has a write protect notch.
 - (iii) Compiler is a software.
 - (iv) LAN is used to share hard disk, printer and programs.
- (c) Explain briefly about the following: [6]
- (i) Monitor (ii) Keyboard (iii) Internet and it's advantages
- (d) Write a program in 'C' to input name, telephone number and number of calls made by 20 persons and then print the name, telephone number and bill amount. The bill amount is calculated as follows: the first 150 calls are free, next 250 calls are charged @ 0.80 per call, next 600 calls are charged @ 1.00 per call and excess calls are charged @ 1.20 per call. A rent of Rs.500 has to be paid by all persons. Also add 5% of bill amount as service tax. [6]
- Q3(a) Mention briefly the difference between the following: [4]
- (i) Laser Printer and Dot Matrix Printer (ii) System and Application Software
- (b) Answer the following briefly: [4]
- (i) What is the function of A.L.U.?
 - (ii) Give one advantage of Dot Matrix Printer over Letter Quality Printer.
 - (iii) Give one advantage of CD-ROM over Hard Disk.
 - (iv) What is the use of Spike Supressor?
- (c) State whether the following statements are true or false: [2]
- (i) A website contains information about an organisation.
 - (ii) The opening page of a website is called home page.
 - (iii) Lynx is an internet browser.
 - (iv) Usenet is a collection of networks and computers which share news articles.
- (d) What does the following 'C' program print: [2]
- ```
#define f(p,q) 3*p-2*q
main()
{ int a=10, b=12, s;
a-=b++;
```

```
s=f(a,b)-f(b,a);
printf("%d %d %d\n", a, b, s); }
```

- (e) Write a program in 'C' to find and print odd numbers from 75 to 275, not divisible by 13. Print 20 numbers on each line. Finally print their sum. [4]

- Q4 (a) State whether the following statements are true or false: [4]

- (i) In a monitor, density of pixels determine it's resolution.
- (ii) A serial printer prints one line at a time.
- (iii) MS-DOS is a single user multi-tasking operating system.
- (iv) In WAN computers across different cities are connected using satellites.
- (v) A Dot matrix printer creates image of a character using combination of dots.
- (vi) Storage capacity of a hard disk is more than a floppy disk.
- (vii) Every computer requires CD-ROM.
- (viii) A floppy disk can be used only after formatting it.

- (b) What does the following 'C' program print: [2]

```
#include<stdio.h>
main()
{ int x = 1573, t;
 t = fun(x);
 printf("%d %d\n", x, t); }
```

  

```
fun(int i)
{ int d, s=0;
 do
 { d=i%10;
 s=s*10+d;
 i/=10; }
 while(i!=0);
 return (s); }
```

- (c) Explain briefly about the following: [4]

- (i) Internet Protocols (ii) Search Engines

- (d) In a factory weekly wages of 15 workers is calculated as follows: the first 35 hours are considered as regular hours, hours exceeding 35 are considered as overtime and overtime is paid @2 times the normal rate. Write a program in 'C' to input worker's name(wn), hours worked(hr) and rate per hour(r) and then print worker's name, regular wage, overtime wage and total wage. [6]

- Q5 (a) Explain briefly about the following: [6]

- (i) Programming Languages (ii) Mouse (iii) WWW

- (b) State whether the following statements are true or false: [2]

- (i) Usenet is a discussion group.
  - (ii) BBS stands of British Bulletin Service.
  - (iii) Using internet we can sell our goods.
  - (iv) Telnet stands for Terminal Emulation Network.
- (c) What does the following 'C' program print: [2]
- ```
#include<stdio.h>
extern int c = 20;
main()
{ fun();
  fun(); }

fun()
{ auto int a = 20;
  static int b = 20;
  a+=10; b-=10; c*=10;
  printf("%d %d %d\n", a, b, c); }
```
- (d) Write a program in 'C' to input marks of 100 students in a test and then prepare and print frequency table with class intervals 0-35, 35-45, 45-60, 60-75, 75-90, 90-100. [6]

SECTION - II

- Q6 (a) Answer the following in Windows'95: [4]
- (i) Explain how to recover a deleted file/folder.
 - (ii) What is the use of Windows Explorer?
- (b) Answer the following in Ms-Word: [4]
- (i) Explain where formatting toolbar is displayed and what does it contain.
 - (ii) Explain how will you open the document TODAY.DOC, save it as TOMO.DOC, find the word "TODAY" and replace it with "TOMORROW".
- (c) There is a file called PAYROLL containing the fields employee no. (EMP_NO,N,4), employee name (EMP_NAME,C,20), department (DEPT,C,10) and basic pay (B_PAY,N,8,2).

Write a Foxpro program to print a payroll report showing employee no., employee name, department, basic pay, dearness allowance (DA), house rent allowance (HRA) & gross pay (GR), where DA is computed as follows: [4]

BASIC PAY	D.A.
First Rs.2000	130% of basic pay
Next Rs.5000	120% of basic pay
Excess	110% of basic pay

HRA is @10% of basic pay + DA or 4000 whichever is less. Minimum

HRA is 1000

The report should be printed in the alphabetical order of names department wise.

- (d) There is a table called ADDRESS.dbf containing fields Name (NAME,C,20), Building Address (BLD_ADD,C,15), Street Address (ST_ADD,C,15), City (CITY,C,10) and Pin-code (PIN,N,6). Write a Foxpro program requesting the user to enter the name of city and the program should print all the addresses from that city in the alphabetical order of names, whenever the city is found. Otherwise display "NO RECORDS OF THAT CITY FOUND". The program must allow the user to continue. [4]
- Q7 (a) Explain how will you change the date and time in Windows'95. [2]
- (b) Explain the procedure to include the expression $d_1 = b^2 - 4ac$ as part of the document currently being edited in Ms-Word. [2]
- (c) State whether the following statements are true or false in Ms-Word: [2]
- (i) Close option in the File menu not only closes the file but also terminates Ms-Word.
- (ii) Text can be selected using a mouse or a keyboard.
- (iii) Page break always starts a new page from the cursor position.
- (iv) Page numbers can appear in header or footer or in both.
- (d) Explain the difference between the following in Foxpro: [6]
- (i) GO TOP and GO 1 (ii) INDEX and SORT (iii) ? and ??
- (e) There exists a table called CUSTOM.dbf containing fields Item name (INAME, Character, 20), Price (PRICE, Numeric, 5, 0) and Duty paid (DUTY,Numeric,8,2). Write a Foxpro program to print a list showing item name, price and duty paid in the descending order of duty paid. All the items names should be printed in uppercase. [4]
- Q8 (a) Answer the following in Windows'95: [4]
- (i) What is the use of Recycle Bin?
- (ii) What is the use of My Computer?
- (b) Answer the following in Ms-Word: [4]
- (i) Currently you are editing a file and you have entered 5 questions in 5 lines. Explain how do you make a table and include these questions in the table and then add 3 new rows in order to add 3 more questions.
- (ii) What is the use of Table Menu? Discuss any four options of this menu.
- (c) There is a file called INVENT containing fields Item no. (INO, N, 4), Item Name (INAME, C, 20), Quantity (QTY, N, 5) and Price per unit (PRICE, N,

- 8, 2). Write an interactive Foxpro program requesting the user to enter item name and then the program must search whether the item name is found in the file or not. If it is not found then display "Item not found in the file", otherwise display all the details and then request the user whether he wants to delete the record or not, if yes delete the record. The program must allow the user to continue as long as the user wants. [4]
- (d) Explain the difference between the following in Foxpro: [4]
(i) SELECT and USE (ii) EDIT and BROWSE
- Q9 (a) Answer the following in Windows'95: [4]
(i) What is the use of Documents Menu?
(ii) Explain how will you move a folder named TALLY from C drive to D drive.
- (b) Explain the method to perform the following operations in Ms-Word: [4]
(i) To search for a word.
(ii) To load a file called MP3.DOC and begin editing from the 4th page.
(iii) To change the Page Setup.
(iv) To create a bulleted list.
- (c) Explain the difference between the following in Foxpro: [4]
(i) INPUT TO and @Row/Col SAY/GET/READ (ii) LOOP and EXIT
- (d) A Foxpro table MARKS.dbf contains the fields roll number(RNO,N,5), name(NAME,C,15) and result (RESULT,C,12). Write a Foxpro program requesting the user to enter roll number and then the program must find whether the roll number is present in the file or not. If so, then display the roll number, name and result on the screen otherwise allow the user to add this as a new record. The program must allow the user to continue as long as desired. [4]

Important Note :

1. How to do your last moment preparations:
 - a. Thoroughly revise the Model Papers 3, 2, 1 (in the given sequence)
 - b. From Model Papers, do written practise of Foxpro and 'C' programs and 'C' mention the output.

MODEL PAPER - 3 SOLUTION

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SECTION - I (PART - A)

- 1a (i) Windows provides a user friendly graphical interface. It is also capable of multi-tasking.
- (ii) Full Screen view displays only the document and a Full Screen Button on the lower-right corner of the screen. It removes menus, toolbars, scrollbars etc. from the screen. To obtain Full Screen view, Select View menu - Select Full Screen.
- (iii) FTP stands for File Transfer Protocol. This protocol is used to upload or download files from the internet.
- 1b (i) In switch() statement if the expressions does not match any case then the default option is executed.
- (ii) Blank lines, tabs and blank spaces are known as white spaces in 'C'.
- (iii) In switch() statement, break is used to indicate the end of the case. If break statement is not written, execution will continue into the next case.
- (iv) Identifiers are names given by the programmer to variables, arrays, labels, user defined functions and library routines. There are certain rules for using them:
- The first character must be an alphabet A-Z, a-z or underscore(_).
 - It can be followed by characters: alphabets, digits 0-9, underscore or slash(/).
 - It must be maximum 32 characters.
 - It must not be a keyword.
 - It must be unique. Upper and lower case identifiers are not same.
- 1c (i) TRUE (ii) FALSE (iii) FALSE (iv) TRUE (v) FALSE (vi) TRUE
- 1d (i) DATE(): This function will give the current system date. The date is displayed in mm/dd/yy format. E.g. ? DATE() Output: 03/28/02
DELETED(): This function is used to reference the records which are marked for deletion. E.g. LIST FOR DELETED(), LIST FOR NOT DELETED()
- (ii) MODIFY STRUCTURE: This command is used to make changes in the structure of the database. Using this command one can add new fields, delete fields, change the fieldname, type, width or decimal places.
SET RELATION TO: This command is used to make the record pointer move in both the files together based on the common field.
E.g. SET RELATION TO ROLL_NO INTO MARKS

SET DEFAULT TO: This command is used to change the default drive to the drive specified. E.g. SET DEFAULT TO A

2a Output
1b-1b2b-2btb=b-2 **b denotes blank space**

2b (i) FALSE (ii) FALSE (iii) TRUE (iv) TRUE

2c (i) Monitor : The term monitor refers to Visual Display Unit (VDU). It is an output device on which the keyboard input, results of processing and computer messages are displayed. Every computer requires a Monitor. It contains a glass picture tube called as Cathode Ray Tube (CRT).

Monitors are the fastest Output devices. However they provide a SOFTCOPY of the output as the results displayed on the screen are lost the moment the power is switched off. Thus, they are temporary output devices. Some other features of monitors are :

- a. Cursor : It is a small bright blinking mark on the screen.
- b. With regard to colour there are 2 types of Monitors : Monochrome and Colour.
- c. Resolution : It refers to sharpness and clarity of the images on the screen. There are three different levels of resolution - Low, Medium and High.
- d. The monitor provides display for 25 rows/lines of characters, each row comprises of 80 characters/columns.
- e. In case of colour monitors it is observed that higher the resolution lesser is the number of colours available and vice-versa.

(ii) Keyboard: This is the standard Input device. Every computer requires a Keyboard. It consists of a board with several keys (buttons), hence the name Keyboard. When a key is pressed an electronic signal is generated by the keyboard and sent to the CPU. There are a variety of Keyboards available depending on the no. of keys : 101, 104, 105 keys etc. The various keys on the keyboard are arranged in groups. These groups are :

- a. Typing Pad : This set of keys is in the middle of the Keyboard and the arrangement of the keys is similar to that of a typewriter. There are keys for alphabets A - Z, digits 0 - 9 and special characters like + - * / \$ % , etc. In addition there are also special keys like : Enter, Shift, backspace etc.
- b. Function keys: These keys are marked as : F1,F2 ... F12. The functions of these keys is not fixed and depends on the program in use. They are also called Programmable keys.
- c. Cursor Movement Keys : These keys help us to move the cursor. They are Up, Down, Left, Right, Pgup, Pgd, Home, End etc.
- d. Numeric Pad: They consist of keys for digits 0 - 9. The arrangement of keys is similar to that of a calculator. These are dual function keys. Their other function is to control cursor movement - up, down, left, right, page up, page down, home, end etc.

- (iii) Internet and its advantages: Internet is a network of networks. It is basically a network with thousands of computers connected to each other. It also consists of transmission lines, routers, servers, etc. It allows computers to communicate with each other globally irrespective of their geographical location. It is also described as an information superhighway. Some of the advantages of internet are:
- World Wide Web (WWW): WWW consists of thousands of websites giving information about almost anything. Millions of files stored on computers throughout the world can be searched, accessed and retrieved.
 - Electronic Mail: E-mail can be exchanged with millions of people at a very low cost.
 - IRC(Internet Relay Chat): IRC allows people to communicate in real time with others connected to the internet.
 - Web Advertising and Marketing: Various companies have their website to promote and provide their products and services.

```
2d  #include<stdio.h>
    main()
    {
    char name[10];
    long int tn;
    float nc, ba, st, i;
    for (i=1; i<=20; i++)
    {
    printf("ENTER NAME, TELEPHONE NO. AND NO. OF CALLS");
    scanf("%s %ld %f", name, &tn, &nc);
    if (nc <= 150)
        ba = 0;
    else if (nc > 150 && nc <= 400)
        ba = (nc-150) * 0.80;
    else if (nc > 400 && nc <= 1000)
        ba = 200 + (nc-400) * 1.00;
    else
        ba = 200 + 600 + (nc-1000)*1.20;
    st = ba * 0.05
    ba = ba + st + 500;
    printf("NAME = %s\n", name);
    printf("TELEPHONE NO. = %ld\n", tn);
    printf("BILL AMOUNT = Rs %.2f\n", ba);
    } }
```

- 3a (i) Laser Printer: It is a non-impact and page printer. They are noiseless, extremely fast and offer excellent print quality.
Dot Matrix Printer: It is an impact and character printer. They are noisy, slow and do not offer good print quality.
- (ii) System Software: These are programs which control the working of the

computer system. They form an integral part of the computer system without which the computer cannot be operated nor can the application software be executed. They are generally provided by the computer manufacturer.

E.g. Operating Systems, Translators etc.

Application Software: These are programs needed by the user to do his own applications or jobs. They are generally written by the user himself or obtained from software companies. They cannot work on their own, they require the support of system software. E.g. Ms-Word, Ms-Excel, Foxpro etc.

- 3b (i) The function of the Arithmetic and Logic Unit is to perform calculations, comparisons and decision making operations.
- (ii) Dot Matrix Printer is faster than Letter Quality Printer as it prints bi-directionally. They can also be used for designing applications. They can print in different fonts, styles and sizes.
- (iii) CD-ROM is easily removable and transportable. It is cheap.
- (iv) Spike Supressor avoids fluctuations in electricity from reaching and damaging your computer system.

3c (i) TRUE (ii) TRUE (iii) TRUE (iv) TRUE

3d Output: -2b13b-67 **b denotes blank space**

```
3e #include<stdio.h>
main()
{ int i, s=0;
for (i=75; i<=275; i=i+2)
{
if (i%13 != 0)
{ printf("%4d", i);
s = s + i; }
}
printf("\nSUM = %d\n", s); }
```

4a (i) TRUE (ii) FALSE (iii) FALSE (iv) TRUE
(v) TRUE (vi) TRUE (vii) FALSE (viii) TRUE

4b Output: 1573b3751 **b denotes blank space**

- 4c (i) Internet Protocols: Protocols are set of rules defined for smooth and efficient working of a network. In other terms, it refers to the set of rules that govern the communication between computers on the internet. Examples of protocols are:
- a. TCP/IP (Transmission Control Protocol/Internet Protocol) enables

different types of computers in the network using different operating systems, to communicate with each other efficiently. All computers on internet are connected using the TCP/IP protocol.

- b. SLIP (Serial Line Internet Protocol) allows the user to connect the computer directly to the internet through a modem.
 - c. POP (Post Office Protocol) is a facility whereby e-mail is fetched from a remote mail-box (i.e. mail-box on some other machine) and stored on the user's machine so that it can be read later. Software required for POP mail are Eudora, Outlook Express, etc.
 - d. FTP (File Transfer Protocol) is used to upload or download files from internet.
- (ii) Search Engines: Search engines are the websites on the web where a word or a phrase can be entered and they immediately display a list of documents containing the specified word or phrase. Examples of some search engine sites are: www.yahoo.com, www.lycos.com, www.altavista.com

```
4d  #include<stdio.h>
    main()
    { char wn[10];
      float i, hr, r, rw, ow, tw;
      for (i=0; i<=15; i++)
      {
        printf("ENTER THE NAME, HOURS WORKED AND RATE ");
        scanf("%s %f %f", wn, &hr, &r);
        if (hr <= 35)
          { rw = hr * r;
            ow = 0; }
        else
          { rw = 35 * r;
            ow = (hr-35) * (2*r); }
        tw = rw + ow;
        printf("WORKERS NAME = %s\n", wn);
        printf("REGULAR WAGE = %.2f\n", rw);
        printf("OVERTIME WAGE = %.2f\n", ow);
        printf("TOTAL WAGE = %.2f\n", tw); } }
```

- 5a (i) Programming Languages: To make a computer do our tasks we need to communicate with it in a language it understands. Such languages are called Programming Languages. They are classified as follows:
- Machine Language: In this language instructions are given to the computer as a group of binary digits i.e 0's and 1's. This language is difficult to learn and use. Programs written in this language are executed very rapidly by the computer as this language is understood by computer.
- Assembly Language: In this language abbreviations and symbols called mnemonic's are used to give instructions to the computer. It is far more

easier to learn and use compared to machine language. These programs cannot be executed by the computer unless they are translated into machine language using a Translator called Assembler.

High Level Languages: In these languages English words, mathematical and algebraic symbols are used to give instructions to the computer. They are easy to learn and use. Programs written in these languages have to be translated into machine language using Translators. e.g. FoxPro, C etc.

- (ii) Mouse: A Mouse is a pointing device. It is gently moved on a mouse pad or any flat surface. It is a rectangular box with two buttons on the top, a left button and a right button. It has a sensor which locates its position on the pad and translates it into corresponding arrow position on the screen. As the mouse moves, the arrow pointer on the screen also moves accordingly. Computers today, provide a graphical and user friendly interface e.g. Windows. When working with Windows, user interacts with the computer visually, by moving a pointer around the screen with a mouse and select different options by clicking on them.
- (iii) WWW: The World Wide Web (WWW) consists of thousands of web sites giving information about almost anything. Millions of files stored on computers throughout the world can be accessed, searched and retrieved.

5b (i) TRUE (ii) FALSE (iii) TRUE (iv) TRUE

5c Output:
30b10b200 **b denotes blank space**
30b0b2000

```
5d      #include<stdio.h>
main()
{ int i, c1=0, c2=0, c3=0, c4=0, c5=0, c6=0;
float m;
for (i=1; i<=100; i++)
{ printf("ENTER THE MARKS ");
scanf("%f", &m);
if (m >= 0 && m < 35)
    c1 = c1 + 1;
else if (m >= 35 && m < 45)
    c2 = c2 + 1;
else if (m >= 45 && m < 60)
    c3 = c3 + 1;
else if (m >= 60 && m < 75)
    c4 = c4 + 1;
else if (m >= 75 && m < 90)
    c5 = c5 + 1;
```

```
else
    c6 = c6 + 1; }
printf("FREQUENCY DISTRIBUTION TABLE\n");
printf("CLASS\tNO. OF\n");
printf("INT.\tSTUDENTS\n");
printf("0-35\t%d\n", c1);
printf("35-45\t%d\n", c2);
printf("45-60\t%d\n", c3);
printf("60-75\t%d\n", c4);
printf("75-90\t%d\n", c5);
printf("90-100\t%d\n", c6); }
```

SECTION - II

- 6a (i) To recover the file/folder which was deleted, follow these steps :
- Double-click on the Recycle Bin icon on the Desktop.
 - Select the file/folder which was deleted.
 - Select File Menu - Select Restore.
 - Select File Menu - Select Close.
- (ii) Windows Explorer is a special program in Windows used to explore files, folders or disks. It can be used to view, copy, move, rename, delete files or folders.
- 6b (i) Formatting Toolbar is a set of icons to format the text. It appears below the Standard Toolbar. Some of the icons from this toolbar are Font, Font Size, Bold, Italic, Underline, Align Left/Right/Center, Bullets etc.
- (ii) To do so, follow these steps :
- Select File Menu - Select Open. We will now get Open dialog box.
 - Select the drive or folder where the file is stored.
 - Select the file TODAY.DOC. And, then select Open button.
 - To save as TOMO.DOC - Select File Menu - Select Save As.
 - We will now get the Save As dialog box. Select the desired drive or folder in which we want to save the file.
 - Type the new filename TOMO.DOC. And, then select Save button.
 - To replace the word TODAY with TOMORROW - Bring the cursor to the beginning of the the document.
 - Select Edit Menu - Select Find. We will now get the Find and Replace dialog box.
 - Enter the text to be searched - TODAY.
 - To replace - select Replace button. Type the new text - TOMORROW.
 - And, then select Replace All button to replace all occurrences of the text searched.
- 6c SET TALK OFF
 SET DEVICE TO PRINTER
 USE PAYROLL

```
INDEX ON DEPT + EMP_NAME TAG DN
@ 1,36 SAY "PAY-SHEET"
@ 2,0 SAY "ENO"
@ 2,5 SAY "EMPLOYEE NAME"
@ 2,28 SAY "DEPARTMENT"
@ 2,40 SAY "BASIC"
@ 2,50 SAY "DA"
@ 2,60 SAY "HRA"
@ 2,70 SAY "GROSS"
R = 3
DO WHILE NOT EOF()
IF B_PAY <= 2000
    DA = B_PAY * 1.30
ELSE
IF B_PAY > 2000 AND B_PAY <= 7000
    DA=(2000*1.30) + (B_PAY-2000)*1.20
ELSE
    DA=(2000*1.30)+(5000*1.20)+(B_PAY-7000)*1.10
ENDIF
ENDIF
HRA = (B_PAY+DA)*0.10
IF HRA > 4000
    HRA = 4000
ELSE
    IF HRA < 1000
        HRA = 1000
    ENDIF
ENDIF
GR = B_PAY + DA + HRA
@ R,0 SAY EMP_NO
@ R,5 SAY EMP_NAME
@ R,28 SAY DEPT
@ R,40 SAY STR(B_PAY,8,2)
@ R,50 SAY STR(DA,8,2)
@ R,60 SAY STR(HRA,8,2)
@ R,70 SAY STR(GR,8,2)
SKIP
R = R + 1
ENDDO
CLOSE ALL
SET TALK ON
SET DEVICE TO SCREEN
RETURN
```

```
6d SET TALK OFF
USE ADDRESS
INDEX ON CITY+NAME TAG CN
STORE "Y" TO ANS
DO WHILE UPPER(ANS) = "Y"
CLEAR
STORE SPACE(20) TO MCITY
```

```
@ 5,20 SAY "ENTER THE CITY" GET MCITY
READ
SEEK MCITY
IF FOUND( )
    SET PRINT ON
    DO WHILE CITY = MCITY
        ?NAME
        ?BLD_ADD
        ?ST_ADD
        ?RTRIM(CITY)+"-"+STR(PIN,6,0)
        ?
    SKIP
    ENDDO
    SET PRINT OFF
ELSE
    @ 7,20 SAY "NO RECORDS OF THAT CITY FOUND"
ENDIF
@ 9,20 SAY "DO YOU WANT TO CONTINUE ?" GET ANS
READ
ENDDO
CLOSE ALL
SET TALK ON
RETURN
```

- 7a To change the date and time, follow these steps :
- Right click on the time displayed on the right end of the Taskbar.
 - Select Adjust Date/Time.
 - We will now get Date/Time Properties dialog box.
 - To change date - change the day, month and year as required.
To change time - change the hours, minutes and seconds as required.
 - Click on OK.
- 7b To do so, follow these steps:
- Bring the cursor to the desired location. Type d1 = b2 - 4ac
 - Select 1. Select Format Menu - Select Font.
 - We will now get the Font dialog box.
 - Select Subscript effect. And, then select OK.
 - Select 2. Select Format Menu - Select Font.
 - We will now get the Font dialog box.
 - Select Superscript effect. And, then select OK.
- 7c (i) FALSE (ii) TRUE (iii) TRUE (iv) TRUE
- 7d (i) GO TOP: This command takes the record pointer to the first record in the database file. This may not necessarily be record no. 1, if the file is indexed.
GO 1: This command positions the record pointer on record number 1. This may not be the first record, if the file is indexed.

- (ii) INDEX: The index command organises the data and creates an index file containing the indexed order, retaining old record numbers. The index file is simultaneously opened along with the database, so one can directly see the organised information.
SORT: This command sorts the data and creates a new database file which contains the records in sorted order with new record numbers and to see the sorted order one has to open the new database file.
- (iii) ? gives a line feed i.e. moves the cursor to the next line and then displays the output.
?? displays the output on the same line on which the cursor is currently positioned.

7e

```
SET TALK OFF
SET DEVICE TO PRINTER
USE CUSTOM
INDEX ON DUTY DESCENDING TAG DD
@ 1,0 SAY "ITEM NAME"
@ 1,25 SAY "PRICE"
@ 1,35 SAY "DUTY"
R = 2
DO WHILE NOT EOF( )
@ R,0 SAY UPPER(INAME)
@ R,25 SAY PRICE
@ R,35 SAY DUTY
SKIP
R = R + 1
ENDDO
CLOSE ALL
SET TALK ON
SET DEVICE TO SCREEN
RETURN
```

- 8a (i) The Recycle Bin is a place where all deleted files/folders are kept and are not physically deleted from the hard disk until you 'Empty' the Recycle Bin. You can also 'Restore' files/folders. Recycle Bin icon is located on the desktop.
 - (ii) My Computer is used to access the hardware and information stored within the computer. This window contains icons for all the disk drives, control panel, printers etc.
- 8b (i) To do so, follow these steps :
- a. Select the text (5 questions).
 - b. Select Table menu - select Convert Text to Table.
 - c. We will now get Convert Text to Table dialog box.
 - d. Enter the details regarding number of columns, column width etc.
 - e. And, then select OK.
To add 3 new rows :

- a. Place the cursor in the last cell of last row.
 - b. Select Table Menu - select Insert Rows.
 - c. We will now get Insert Rows dialog box.
 - d. Type 3. Select OK.
- (ii) Table menu contains options used to create, edit and sort tables. Using this menu one can insert or delete rows, select rows or columns, turn on/off gridlines of a table etc. It is activated by following ways :
- a. Move the mouse pointer on the Table menu and click the left mouse button. OR
 - b. Press Alt + A keys.
Options from this menu are :
 - a. Insert Table: It is used to insert a table at the current cursor position.
 - b. Select Row: It is used to select the row where the cursor is currently positioned.
 - c. Select Column: It used to select the column where the cursor is currently positioned.
 - d. Cell Height and Width: It is used to adjust row heights and column widths.
 - e. Convert Text to Table: It is used to create a table from the selected text.
 - f. Sort Text: It is used to arrange the text in the table in ascending or descending order.
 - g. Gridlines: It is used to turn on/off the gridlines.

```
8C  SET TALK OFF
    USE INVENT
    STORE "Y" TO ANS
    DO WHILE UPPER(ANS) = "Y"
    CLEAR
    STORE SPACE(20) TO MINAME
    @ 5,20 SAY "ENTER THE ITEM NAME" GET MINAME
    READ
    LOCATE FOR INAME = MINAME
    IF FOUND()
        @ 7,20 SAY "ITEM NO. = " + STR(INO,4,0)
        @ 9,20 SAY "ITEM NAME = " + INAME
        @11,20 SAY "QUANTITY = " + STR(QTY,5,0)
        @13,20 SAY "PRICE PER UNIT = Rs." + STR(PRICE,8,2)
        STORE "Y" TO X
        @15,20 SAY "DO YOU WANT TO DELETE THIS RECORD ?" GET X
        READ
        IF UPPER(X) = "Y"
            DELETE
            PACK
        ENDIF
    ELSE
        @ 7,20 SAY "ITEM NOT FOUND IN THE FILE."
    ENDIF
    @19,20 SAY "DO YOU WANT TO CONTINUE ?" GET ANS
    READ
    ENDDO
    CLOSE ALL
```

SET TALK ON
RETURN

8d (i) SELECT: This command is used to select the work area in the memory before opening a database file. E. g. SELECT A
USE: This command is used to open a database file in a selected work area.

E.g. USE MARKS

(ii) EDIT: This command is used for editing a record. It displays one record at a time on screen and allows us to make changes in it.

BROWSE: This command is used for global editing of records. It will display many records on the screen one below the other and allow us to make changes in them.

9a (i) The Documents Menu displays a list of the last 15 documents which are opened directly from windows and not from any application. Select the desired document and click the left mouse button, the application associated with the document starts and the corresponding document is opened.

(ii) To do so, follow these steps:

- a. Select Start - Select Programs - Select Windows Explorer.
- b. Double click on C drive.
- c. Select the folder TALLY.
- d. Select Edit Menu - Select Cut.
- e. Double click on D drive.
- f. Select Edit Menu - Select Paste.

9b (i) To search for a word, follow these steps:

- a. Bring the cursor at the beginning of the document.
- b. Select Edit Menu - Select Find.
- c. We will now get the Find dialog box.
- d. Enter the text to be searched.
- e. Then, select Find Next button to begin the searching process.

(ii) To do so, follow these steps:

- a. Select File Menu - Select Open.
- b. We will now get Open dialog box.
- c. Select the drive or folder where the file is stored.
- d. Select the file MP3.DOC.
- e. And, then select Open button.
- f. To begin editing from the 4th page - Select Edit Menu. Select Go To.
- g. We will now get Find and Replace dialog box.
- h. Select Page. Type 4 as Page number.
- d. Select Go To button to go to 4th page. Select Close button to return back to the document

(iii) To change the Page Setup, follow these steps:

- a. Select File Menu - Select Page Setup.

- b. We will now get Page Setup dialog box.
 - c. Enter the details regarding margins, paper size etc.
 - d. And, then select OK.
- (iv) To create a bulleted list, follow these steps:
Select the text using the keyboard or mouse.
- a. Select Format Menu - Select Bullets and Numbering.
 - b. We will now get Bullets and Numbering dialog box.
 - c. From the available list, choose the required type - Select OK. OR
Just select the Bullets icon from the Formatting toolbar.

- 9c (i) INPUT TO: This command is normally used for inputting numeric data through the keyboard.
@Row/Col SAY/GET/READ: This set of commands is used to display the contents of fields or memory variables at a specific position of the screen and allow us to make changes in it.
- (ii) LOOP: This command is used to transfer the control to the beginning of the loop.
EXIT: This command is used to terminate the loop & go to the statement after ENDDO.

```
9d  SET TALK OFF
     USE MARKS
     STORE "Y" TO ANS
     DO WHILE UPPER(ANS) = "Y"
     CLEAR
     STORE 0 TO MRNO
     @ 5,20 SAY "ENTER THE ROLL NO." GET MRNO
     READ
     LOCATE FOR RNO = MRNO
     IF FOUND( )
       @ 7,20 SAY "ROLL NO. = " + STR(RNO,5,0)
       @ 9,20 SAY "NAME = " + NAME
       @11,20 SAY "RESULT = " + RESULT
     ELSE
       STORE "Y" TO X
       @ 7,20 SAY "DO YOU WANT TO ADD THIS RECORD ?" GET X
       READ
       IF UPPER(X) = "Y"
         APPEND BLANK
         REPLACE RNO WITH MRNO
         @ 9,20 SAY "ENTER THE NAME" GET NAME
         @11,20 SAY "ENTER THE RESULT" GET RESULT
         READ
       endif
     endif
     @13,20 SAY "DO YOU WANT TO CONTINUE ?" GET ANS
     READ
     ENDDO
```

CLOSE ALL
SET TALK ON
RETURN