Register No.   Time: 3 Hours
                                                                             Maximum Marks:100

I. Fill in the blanks. Answer ALL questions.   **(10 x 1 = 10)**

1. _____ is an example of desktop icon.

2. Shortcut key for the Print command is _____

3. Windows 10 is an _____

4. _____ shows list of system components for which settings can be changed.

5. _____ is a browser available in Windows.

6. _____ function is used to find the maximum value in a list of values.

7. A _____ is a text that is added to the top margin of every page.

8. Scanner is an example of _____ device.

9. ROM stands for _____

10. MS Excel files are called _____

II. Explain briefly. Answer any TEN questions.   **(10 x 4 = 40)**

1. How can you define a computer?

2. What are the different views of a document?

3. Write short note on header and footer.

4. Compare features of second and third generation computers.

5. Briefly give note on watermark.

6. What do you know about PowerPoint presentation?

7. How can you copy files to Pen drive?

8. What is the use of custom animation?

9. Write short note on bullets and numbering.

10. What are system unit components?

11. Write short note on operating system.

12. What do you mean by a file and a folder?

13. Write short note on spreadsheets.

III. Answer any FIVE questions. Explain in detail. (5 x 10 = 50)

1. Explain in detail about input output devices.
2. Explain about mail merging in MS Word.
3. Explain about statistical functions and financial functions.
4. Explain about secondary storage devices.
5. What are the application areas of computer?
6. Write an essay about different generation of computers.
7. What are the different masters in PowerPoint? Also explain about Slide transition.

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