Register No.   Time: 3 Hours

Maximum Marks:100

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

1. The function _____ is used to calculate average of a list of values.

2. A slide can contain text, graphics and _____

3. Operating system is a _____ software.

4. Pen drive is a commonly used _____ memory device.

5. Horizontal bar at the bottom of the screen is called _____

6. Page orientation of a document may be _____ or _____

7. Every cell has a name called its _____

8. Press _____ key to start slideshow from the beginning.

9. Second generation computers were comparatively _____ in size than first generation.

10. _____ is the default text alignment in MS Word.

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

1. What are the features of fourth generation computers?

2. What is the use of Find and Replace commands in MS Word? How it works?

3. What are different types of cell referencing?

4. Write short note on ROM and cache memory.

5. How can you create a folder on desktop? How will you rename it?

6. Write steps to a) insert a new slide b) delete a slide.

7. List clipboard commands and its usage.

8. Write short note on wrap text, merge & center.

9. How do you add an animation to your presentation?

10. Give brief note on Word Art and Drop Cap.

11. How can you personalize your Desktop?

12. Briefly give note on different keys in a keyboard.

13. What are statistical functions in MS Excel?

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

1. Explain computer memory and its types.

2. Explain about Work book and worksheet. Write steps to insert, rename and delete worksheets.

3. Explain about different types of printers and scanners.

4. Explain in detail about operating system, types and its functions.

5. Explain in detail about various classification of functions in MS Excel with example.

6. a) What do you know about header and footer? How can you insert these in a document?

   b) Explain about mail merging

7. a) How will you insert Clipart and pictures in your presentation?

   b) What do you know about sorting and filtering data in a worksheet? Write steps.

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