Register No.   Time: 3 Hours
                                                                      Maximum Marks:100

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

1. First generation computer uses _____

2. The most important quality of computer is its _____

3. _____ is used to input data and commands to the computer in text form.

4. _____ is the short cut key for paste.

5. _____ option is used to create a link to a web page or email address.

6. The basic storage unit for a spreadsheet file is a _____

7. UPS stands for _____

8. Safari is a _____

9. Notepad files are saved with _____ extension.

10. The bottom of the PowerPoint screen provides the _____

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

1. What you meant by LCD?

2. Define Cache Memory.

3. How to move or cut a file or folder in Windows?

4. What are the different types of change case options in MS Word?

5. Define Macro? How to create a Macro?

6. What are the different application areas of Spread sheets?

7. Briefly explain how to create a presentation in PowerPoint.

8. What are the different types of Computer networks?

9. Write a short note on Cell References.

10. How to copy the files to CD?

11. What are the basic components of the Excel screen?

12. Define an Operating System.

13. Distinguish between RAM and ROM.

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

1. What are the different types of Operating System?

2. Explain about different methods of Excel Formatting.

3. What are the different types of application software?

4. Briefly explain about different generations of computer.

5. Explain about File Menu commands.

6. Describe about Mail merging letters using MS Word.

7. Explain the following

    a) Word Art   b) Drop Cap

    c) Header and Footer   d) Hyper link

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