1. Choose the correct option from four given multiple choices:

   (a) Which extension is given to writer document by default?
   2 \times 10 = 20

   Answer all questions of the following Group – A

   (Objective Type Questions)

   Answer from both the Groups as directed.

   The figures in the margin indicate full marks.

   Candidates are required to give their answers in their own words as far as practicable.
(2) Contd.

(d) Cut operation can also be accomplished by using the short cut key:

(i) Ctrl + A

(ii) Pressing Ctrl + S

(iii) Save button on standard toolbar

(iv) Any of the above

(e) Which of the following will you opt for saving a file?

(i) Save button from file menu

(ii) Page setup

(iii) Copy

(iv) Cut menu?

(f) File extension of MS-power point is:

(i) .doc

(ii) .ppt

(iii) .doc

(iv) .xls

(g) An electronic page in a presentation is called:

(i) Page

(ii) $ sign

(iii) sign

(iv) # sign

(v) \sign

To create an absolute cell referencing sign is used before the parts of

(i) Ctrl + X

(ii) Ctrl + C

(iii) Ctrl + V

(iv) All of the above

(v) None of these

(vi) None of these

(vii) Nothing

(viii) None of these

(ix) None of these
(Turn over)

MF-6/1 (5)

Blank presentation option

(a) Design template presentation option and

Distinguish between the following:

4. How can you send your MS-Word document as
   - Find and replace option
   - Copy option and cut option
   - The print preview and the print options

3. Differentiate between the following:

Meeting these objectives helps in explaining how an operating system helps in operating system in a computer system.

2. What are the two primary objectives of having an
   Answer any four questions of the following: 15 x 4 = 60

Group - B

(v) Pen-Drive

(iii) Cache

Cont'd.

MF-6/1 (4)

(v) FDD

(i) HDD

(v) Which one is primary memory?
   (v) None of the above
   (vii) Operating system
   (vii) Presentation system
   (vii) Text processing system

(i) DOS is a:
   (v) Slide show
   (v) Format
   (v) Tools
   (v) Edit
   (v) Menu

(ii) Slide show command is present on
   (v) e-slide
   (v) Slide
   (v) e-page
9. Write short notes on the following:
(a) Database Models
(b) Database schema
(c) Standalone computer and workstation
(d) E-mail and WWW

8. Differentiate between the following:
(a) MAN and WAN
(b) Hyperlink
(c) Internet Browser
(d) ISP

7. Define the following terms:
(a) Web address
(b) Custom Animation and Slide Transition
(c) Components of DBMS
(d) Query features in Database System

6. Describe the different types of networks.

10. Write 10 points on advantages and disadvantages of DOS.