2012

Time: 3 hours

Full Marks: 80

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Answer from both the Groups as directed.

Group – A

(Objective Type Questions)

Answer all questions:

1. Choose the correct answer of the following:
   
   \[2 \times 10 = 20\]

   (a) Slide is associated with:

   (i) MS-Word
   (ii) MS-Excel
   (iii) PAINT
   (iv) MSPower Point

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   (Turn over)
(b) File Extension in Excel is:
(i) * .DOC
(ii) * .PPT
(iii) * .XLS
(iv) All of the above
(c) Baud rate is:
(i) Frequency size
(ii) Transmission capacity
(iii) Transmission speed
(iv) None of the above
(d) Electronic Spread Sheet is:
(i) WINDOWS95
(ii) DOS
(iii) MS-Excel
(iv) Ms-Word
(e) WINDOWS97 is a / an:
(i) Operating System
(ii) Text Processing System
(iii) Presentation System
(iv) None of the above
(f) The Internet is owned by:
   (i) US Govt.
   (ii) A consortium of Telecomm. Companies
   (iii) The IETF
   (iv) None of the Above

(g) 'WYSIWYG' stands for:
   (i) MS-WORD
   (ii) MS-Excel
   (iii) MS-Power Point
   (iv) None of the above

(h) Text Processing associated with package:
   (i) PAGEMAKER
   (ii) MS-Excel
   (iii) MS-Power Point
   (iv) None of the above

(i) MDI stands for:
   (i) Many Document Interface
   (ii) Multi Document Interchange
   (iii) Multi Document Interface
   (iv) None of the above
(j) Mail merge feature use in:
(i) MS-Power Point
(ii) MS-Word
(iii) MS-Excel
(iv) None of the above

Group – B

(Long-answer Type Questions)

Answer any four questions: 15x4 = 60


3. Explain the features of any two the following with example:
   (a) Goal Seek
   (b) Macros
   (c) CHART
   (d) Pivot Table

4. Write the steps for creating an e-mail account in MS Outlook Express.

CX – 31/3 (4) Contd.
5. Explain the structure of URL and differentiate between internet & WWW.

6. Describe SQL tools DDL, DML and DCL with example.

7. Define Network and describe various types of computer network.

8. Explain the difference between e-mail and instant message with example.

9. Describe the Sort and Filter function of MS Excel.

10. Write short notes on the following:
(a) Search Engine
(b) Web Browser