Candidates are required to answer the question in their own words as far as practicable.

The figures in the margin indicate full marks.

Answer from both the Groups as directed.

Question 1 is Compulsory; answer any 4 questions from the rest.

Group – A

(Objective Type Question)

(Compulsory)

Answer all questions 2x10=20

1. Choose the correct answer of the following:

a) Typing, Editing & formatting are done using a specialized application S/W known as
   I. Database Management System
   II. Document Management System
   III. Word Processor
   IV. Spread sheet

b) Paragraph indenting can be done using
   I. Margin
   II. Line Spacing
   III. Alignment
   IV. Left. Right Justified

c) Same content of text can be sent to various recipients using
   I. Template
   II. Mail Merge
   III. Sharing
   IV. Wizard

d) Header & Footer option can be found in
   I. Format Menu
   II. Edit Menu
   III. View Menu
   IV. Help Menu

e) Ctrl+V are the shortcut keys for
   I. Cut & Paste
   II. Uppercase Font
   III. Super Script
   IV. Copy & Paste

f) Font Size can be increased using Shortcut keys
   I. Ctrl+Shift+>
   II. Ctrl+>
   III. Shift+>
   IV. Alt+>
g) Word processor is
I. An application program that handles the text.
II. An output device
III. An input device
IV. None of the above

h) A file having predefined formatting and layout
I. Template
II. Document Wizard
III. Sample Document
IV. Customized Document

i) Work book is a file of
I. MS Word
II. MS Access
III. MS Power point
IV. MS Excel

j) Format painter is used to
I. Improve Formatting
II. Copy Formatting
III. Formatting a picture
IV. None of these

Group – B
(Long-answer Type Question)

Answer any four questions: 15x4=60

2. What is a Computer? Explain the different types of Memory.

3. What is Software? Differentiate between System S/W and Application S/W.

4. What are the queries? Name the different type of queries?

5. What is a Word Processor? Explain the function of Formatting, Editing & Table.

6. What is an Excel? Explain the function of Insert and Data.

7. Write short notes on the following: (any Three)
   I. Scandisk
   II. Defragment
   III. Operating System
   IV. Formatting
   V. Macro