

QUESTION 2006

1. Write down the correct answers to the following questions:

- i) The time taken by the read/write head to search the required track in a floppy disk is
✓ a) track time b) seek time c) search time d) latency time
- ii) Which of the following is a non-impact printer?
a) Dot matrix b) Daisy wheel ✓ c) Laser jet d) Line printer
- iii) Find the odd one out
a) Compiler b) Assembler c) Interpreter ✓ d) Editor
- iv) Which one of the following is not a Windows 98 feature?
✓ a) Microsoft Word b) FrontPage Express
c) Outlook Express d) Internet Explorer
- v) Windows explorer helps us to manage
✓ a) Files b) Memory c) Plug and play devices d) Errors
- vi) An operating system is
a) Application software ✓ b) System software c) Utility software d) None of these
- vii) A GUI based operating system is
a) Windows 98 b) Windows XP c) Windows 2000 server ✓ d) All of these
- viii) The print preview command is located in
a) Print menu ✓ b) File menu c) Edit menu d) None of these
- ix) Which one is correct?
a) A file can contain more than one folder b) A file can contain only one folder
✓ c) A folder can contain more than one file d) None of these
- x) .ppt is an extension of
a) Word file b) Access file c) Excel file ✓ d) None of these

2. a) What is a folder?

b) How can a folder be created?

c) Explain the use of Formatting toolbar in word.

d) What is word-wrap?

e) What is OLE?

f) Describe the auto correct feature in brief.

a) & b) See Topic: MS WINDOWS, Short Answer Type Question No. 1.

c), d) & f) See Topic: MS WORD, Long Answer Type Question No. 1.

e) See Topic: MISCELLANEOUS, Short Answer Type Question No. 1.

3. a) Write the steps that will disable the Recycle Bin and directly delete files and folders with no opportunity to restore them. What is page break? What are soft and hard page breaks?

b) Name any four operating systems commonly used in personal computers. Describe the function of Taskbar in Windows.

c) Describe the process of adding and deleting a slide in a power point presentation. What are Headers and footers?

a) See Topic: MISCELLANEOUS, Long Answer Type Question No. 1(a).

b) 1st Part: See Topic: MISCELLANEOUS, Long Answer Type Question No. 1(b).

2nd Part: See Topic: MS WINDOWS, Short Answer Type Question No. 2.

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c) 1st Part: See Topic: MS POWERPOINT, Short Answer Type Question No. 1.
2nd Part: See Topic: MS WORD, Short Answer Type Question No. 1.

4. a) Explain the different steps for creating an animated slide presentation.
b) How many views of slides are there? Explain briefly.
c) What is thesaurus?
d) What do you understand by Hyphenation? How do you use this facility in a word document

e) What is hyperlink?

- a) & b) See Topic: MS POWERPOINT, Long Answer Type Question No. 1.
c) & e) See Topic: MISCELLANEOUS, Short Answer Type Question No. 2.
d) See Topic: MS WORD, Short Answer Type Question No. 2.

5. a) Define plug and play. What is Auto Correct in MS-Word?

b) What is the difference between DOS and Windows?

c) What is the difference between Program Manager and File Manager?

a) 1st part: See Topic: MISCELLANEOUS, Short Answer Type Question No. 3(a).

2nd part: See Topic: MS WORD, Long Answer Type Question No. 1(c).

b) See Topic: MISCELLANEOUS, Short Answer Type Question No. 3(b).

c) See Topic: MS WINDOWS, Short Answer Type Question No. 3.

6. a) What do you mean by a Workbook and a Worksheet?

b) Explain how you can create a chart in Excel. List down the various types of charts that you can create in Excel.

c) What is Pivot table? Explain its features.

d) How can you create a Pivot table? What do you mean by Range in Excel?

See Topic: MS EXCEL, Long Answer Type Question No. 1.

7. a) What is PowerPoint? What is AutoContent Wizard?

b) Write down the function of the following View Buttons:

i) Outline view

ii) Slide view

iii) Slide show

iv) Normal view

c) How can the slide background color be changed?

d) Explain the steps involved in running slide shows in PowerPoint. List some of the animation features available in PowerPoint.

See Topic: MS POWERPOINT, Long Answer Type Question No. 2.

8. Write short notes on any five of the following:

a) Tuple

b) GUI

c) ICON

d) BITMAP

e) Internet Explorer

f) Windows Explorer

g) PIF

a) See Topic: DATABASE MANAGEMENT SYSTEM, Long Answer Type Question No. 1.

b) See Topic: MISCELLANEOUS, Long Answer Type Question No. 5(a).

c) See Topic: MISCELLANEOUS, Long Answer Type Question No. 5(b).

d) See Topic: MISCELLANEOUS, Long Answer Type Question No. 5(c).

e) See Topic: MS WINDOWS, Long Answer Type Question No. 2(a).

f) See Topic: MS WINDOWS, Long Answer Type Question No. 2(b).

g) See Topic: MS WINDOWS, Long Answer Type Question No. 2(c).