

QUESTION 2012

Group - A

(Multiple Choice Type Questions)

1. Choose the correct alternatives for the following:

i) 'BMP' extension refers usually to which kind of file?

- a) Composed archive file ✓ b) Image file c) Audio file d) Video file

ii) Which of the following is website design software?

- a) MS Word b) MS Excel ✓ c) MS Front page d) MS Publisher

iii) HTML stands for

- ✓ a) Hyper Text Markup Language b) Hypo Text Markup Language
c) Hyper Text Market Language d) Hyper Text Markup Literature

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- iv) Which one of the following is a non-linear printer?
 a) Line Printer b) Dot Matrix c) Laser Jet ✓d) Daisy Wheel
- v) Filter is created for
 a) filtering tab b) filtering c) filtering information ✓d) none of these
- vi) Windows provides a temporary area called
 a) Memory b) Paste ✓c) Clipboard d) None of these
- vii) An icon is a
 a) File ✓b) Shortcut c) Pictorial representation of file d) None of these
- viii) An OS is a/an
 a) Collection of software b) Application Software
 c) Hardware ✓d) None of these
- ix) OLE stands for
 a) Object Locking Environment b) Object Linking Environment
 c) Object Laching Environment ✓d) none of these
- x) pdf is
 a) Word file b) Access file c) Excel file ✓d) None of these

Group – B

(Short Answer Type Questions)

2. What is Standby mode? How do you change the date and / or time?
 See Topic: MS WINDOWS, Short Answer Type Question No. 5.
3. What is a font? How do you install a new font?
 See Topic: MS WINDOWS, Short Answer Type Question No. 7.
4. How can you set the screen-saver of the windows? Differentiate between selecting and choosing.
 See Topic: MS WINDOWS, Short Answer Type Question No. 8.
5. How can you change Directories & Drives in DOS? Differentiate between "rd" & "de" command.
 See Topic: MS WINDOWS, Question No. 8 of Short Answer Type Questions.
6. How can you copy & rename a single file in DOS? What is fragmentation?
 See Topic: MISCELLANEOUS, Short Answer Type Question No. 12.
7. Is there any difference between "Save" & "Save As" in MS-Word? Explain. What is Text effect?
 See Topic: MS WORD, Short Answer Type Question No. 8.
8. What are the elements of Screen layout in MS-Excel? Explain.
 See Topic: MS EXCEL, Short Answer Type Question No. 6.

Group – C

(Long Answer Type Questions)

9. a) What are the basic elements in "Formatting Toolbar"? Differentiate between graph and chart in MS-Excel.
 1st Part: See Topic: MS WORD, Short Answer Type Question No. 9.

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2nd Part: See Topic: MS EXCEL, Long Answer Type Question No. 2(a).

b) Explain Different types of functions available in MS-excel. What is Format Printer? Explain.

1st Part: See Topic: MS EXCEL, Long Answer Type Question No. 5.

2nd Part: See Topic: MISCELLANEOUS, Short Answer Type Question No. 13.

10. a) Write the steps to apply border and shading. What is Watermark Picture? How to apply it on a picture?

1st Part: See Topic: MS WORD, Long Answer Type Question No. 4(a).

Rest Part: See Topic: MS WORD, Short Answer Type Question No. 3.

b) What is Mail Merge? Explain.

See Topic: MS WORD, Long Answer Type Question No. 4(b).

11. a) Describe Auto Correct and Auto Text entry. In how many ways can you create a table? Explain with example. Differentiate between Folder and Shortcut.

1st Part: Auto Correct: See Topic: MS WORD, Long Answer Type Question No. 1(c).

Auto Text entry: See Topic: MS WORD, Long Answer Type Question No. 3(a).

Rest Part: See Topic: MS WORD, Long Answer Type Question No. 5(a).

b) What are the procedures to use bulleted list? How can you sub-number any list?

See Topic: MS WORD, Long Answer Type Question No. 5(b).

12. a) How to start MS-PowerPoint? Write down the basic components of PowerPoint Window.

See Topic: MS POWERPOINT, Long Answer Type Question No. 4(a).

b) Describe different types of view available in PowerPoint. What are the major advantages of PowerPoint? What is a slide transition?

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

Rest Part: See Topic: MS POWERPOINT, Long Answer Type Question No. 4(b).

13. a) What are the database components of MS-Access? Explain Primary & Foreign key.

1st Part: See Topic: MS ACCESS, Short Answer Type Question No. 2.

2nd Part: See Topic: DATABASE MANAGEMENT SYSTEM, Short Answer Type Question No. 3.

b) Write down the advantages of LAN. Write down at least three features of "Control Panel".

1st Part: See Topic: MISCELLANEOUS, Short Answer Type Question No. 14.

2nd Part: See Topic: MISCELLANEOUS, Long Answer Type Question No. 3(c).

14. Write short notes on any three of the following:

a) MACRO

b) My Computer

c) Workbook & Worksheet

d) USB

e) Clip Art

f) Intranet & Internet

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

b) See Topic: MS WINDOWS, Question No. 1(b) of Long Answer Type Questions.

c) See Topic: MS EXCEL, Long Answer Type Question No. 6(a).

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

e) See Topic: MS POWERPOINT, Long Answer Type Question No. 5(a).

f) See Topic: MISCELLANEOUS, Long Answer Type Question No. 5(h).