

Date : 16/1/2014

Marks : 70

**Instructions:-**

- (1) Attempt all Questions of both sections in same answer book / Supplementary.
- (2) Use of Programmable calculator & any other electronic instrument is prohibited.
- (3) Instructions written on main answer Book are strictly to be obeyed.
- (4) Draw neat diagrams & figures (If necessary) at right places.
- (5) Assume suitable & Perfect data if needed.

**SECTION-I**

- |           |  |   |
|-----------|--|---|
| Q.1)      | (a) Explain in brief md command with one example   | 2 |
|           | (b) (a) Short cut key for cut paste in word (b) short cut key for closing current Word document          | 2 |
|           | (c) Explain in brief copycon command with small example  | 2 |
|           | (d) Full form of RAM   | 1 |
| Q.2)      | (a) Define computer. Explain classification of computers   | 5 |
|           | (b) Explain functions of computers.  | 5 |
|           | (c) Write a note on MS Outlook   | 4 |
| <b>OR</b> |  |   |
| Q.2)      | (a) Explain auto text and news column with small example   | 5 |
|           | (b) Explain spelling and grammar & auto correct in word  | 5 |
|           | (c) Write a note on computers in Pharmacy  | 4 |
| Q.3)      | (a) What is network? List network types and explain any 3 in brief                                       | 7 |
|           | (b) What is operating system & give list of different type's operating systems, explain any three of it. | 7 |
| <b>OR</b> |  |   |
| Q.3)      | (a) What is mail merge & explain mail merge steps with small example                                     | 7 |
|           | (b) Write a note on Computer Virus and it remedies   | 7 |

**SECTION-II**

Question No.4 is compulsory

- |           |  |   |
|-----------|--|---|
| Q.4)      | (a) What is the use of cls command in dos                            | 2 |
|           | (b) What is the use ? in dos   | 2 |
|           | (c) Give formula for marksheet in excel                              | 2 |
|           | (d) Short cut key for undo in word                                   | 1 |
| Q.5)      | (a) What is the use of animation and custom animation in PowerPoint  | 5 |
|           | (b) What is internet? Hardware and software requirement for internet | 5 |
|           | (c) Write a note on page set up                                      | 4 |
| <b>OR</b> |  |   |
| Q.5)      | (a) Write a note on E-mail   | 5 |
|           | (b) Write a note on chemdraw   | 5 |
|           | (c) Difference between operating system and system software          | 4 |



- Q.6) (a) Write a note on format in word 7  
(b) Explain computer terminology 7

**OR**

- Q.6) (a) Find out median and mode of following series 7

1	2
2	4
3	7
4	8
5	8

- (2) Write a note on generations of computers 7

\*\*\*\*\*16\*\*\*14\*\*\*\*\*

