

- 6 Portrait and Landscape are 1
- a. Page Orientation
 - b. Paper Size
 - c. Page Layout
 - d. All of above
- 7 The key F12 opens a 1
- a. Save As dialog box
 - b. Open dialog box
 - c. Save dialog box
 - d. Close dialog box
- 8 To apply center alignment to a paragraph we can press 1
- a. Ctrl + S
 - b. Ctrl + C
 - c. Ctrl + C + A
 - d. Ctrl + E
- 9 Text-styling feature of MS word is 1
- a. WordColor
 - b. WordFont
 - c. WordArt
 - d. wordfill
- 10 What function displays row data in a column or column data in a row? 1
- a. Hyperlink
 - b. Index
 - c. Transpose
 - d. Rows
- 11 Each excel file is called a workbook because 1
- a. It can contain text and data
 - b. It can be modified
 - c. It can contain many sheets including worksheets and chart sheets
 - d. You have to work hard to create it
- 12 Which file format can be added to a PowerPoint show ? 1
- a. .jpg
 - b. .giv
 - c. .wav
 - d. All of the above
- 13 Special effects used to introduce slides in a presentation are known as 1
- a. Transitions
 - b. Effects
 - c. custom animations
 - d. annotations



Which of the following section does not exist in a slide layout?

- a. Titles
- b. Lists
- c. Charts
- d. Animations

Attempt any four questions from Q-2 to Q-8

Q-2	Attempt all questions	(14)
A	What is Software? Explain types of Software	5
B	What is Operating System? Explain types of Operating system	5
C	Discuss function of Operating system.	4
Q-3	Attempt all questions	(14)
A	Write a note on screen resolution	5
B	Discuss differences between DOS and Windows	5
C	Write a note on menu bar	4
Q-4	Attempt all questions	(14)
A	Write a note on mail merge with suitable example	5
B	Discuss any three charts in Microsoft word	4
C	Discuss fonts, bullets and numbering and Table format	5
Q-5	Attempt all questions	(14)
A	Discuss any five mathematical functions with example in Excel	5
B	Discuss String Function in Excel	5
C	Discuss If and Else if condition	4
Q-6	Attempt all questions	(14)
A	What is power point? Discuss Effect and animation	5
B	Write a note on audio, video slide show in power point	5
C	Write a note on formula bar in Excel.	4
Q-7	Attempt all questions	(14)
A	Write a note on Control panel	5
B	Discuss Header, footer and page number in word	5
C	Discuss Basic design of web page in Microsoft front page	4
Q-8	Attempt all questions	(14)
A	Discuss Table, paragraph and Frame in Microsoft front page	5
B	What is HTML Discuss any four command of HTML?	5
C	Write a note on Print in Microsoft Word	4

