COMPUTER APPLICATIONS IN OFFICE

(413)

Time : 2 Hours]   [Maximum Marks : 30

Note :   *All* questions are compulsory and carry marks as indicated against each question.

1. How do you perform following operations on a Word document?   3

    (a)   Copying text

    (b)   Text alignment

    (c)   Find and Replace text

    (d)   Insert tables

    (e)   Splitting cells in a table

    (f)   Applying font

2. Differentiate between MID and SEARCH functions in MS-Excel. How to perform following operations on a worksheet?   3

    (a)   Naming a range

    (b)   Editing cell data

    (c)   Autosum function

    (d)   Inserting a chart

3. Discuss the advantage of creating a PowerPoint presentation using following options :   3

    (a)   Autocontent wizard

    (b)   Design template

    (c)   Blank presentation

4. What do you understand by 'System Infectors'? How to protect the computer from virus?   3

5. Write any *four* applications and *four* advantages of a computer system.   2

6. Write any *four* operations that can be done with an e-mail.   2

7. What is Internet? Discuss any *three* services of Internet.   2

8. Differentiate between RAM and ROM.   1

9. What is the function of Operating System? Give *two* examples of it.   1

10. Discuss any *four* elements of multimedia.   1

11. State the difference between screen saver and wall pattern in Windows Operating System.   1

12. What do you understand by Slide Transition?   1

13. How to record sound in a slide?   1

14. Name any *four* stages of developing a slide.   1

15. Write down the steps for performing following operations on a Word document :   5

     (a)   Creating a new document

     (b)   Moving text

     (c)   Editing text

     (d)   Insert tables

     (e)   Coloring text

     (f)   Page setup

     (g)   Creating data source

     (h)   Creating envelopes

     (i)   Inserting page numbers

     (j)   Inserting header and footer

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