

BASIC COMPUTING

(608)

Time : 2 Hours]

[Maximum Marks : 40

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

1. Fill in the blanks : 1×8=8

- (a) Users — and — are stored in RAM part of main memory.
- (b) — command is used to fill a range of cells with same value or with series of value.
- (c) A cell must be — before formatting or modifications.
- (d) — command is used to insert video/audio from a file/gallery.
- (e) A username is the Internet Account for logging into the —.
- (f) — allows different electronic networks to talk to Internet which uses TCP/IP.
- (g) An e-mail — and — messages electronically.
- (h) FTP is an Internet Utility Software to — and — files.

2. State True or False in the following statements : 1×7=7

- (a) In Windows Operating System, Desktop is same as Taskbar.
- (b) Hyperlinks can be inserted in cells in a Worksheet.
- (c) =A1 + Sheet 3!A3 is an invalid formula.
- (d) Internet connects many LANs and WANs.
- (e) The computer which provides Internet access is termed as host computer.
- (f) TCP/IP doesn't divide whole data into packets.
- (g) Applications for all organizations are having an extension as .org.

3. Answer the following in few words only :

1×7=7

- (a) ROM stands for ——. (Fill in the blank)
- (b) Computer stores user's programmes and data in — part of main memory. (Fill in the blank)
- (c) Write any *two* features of Windows Operating System.
- (d) Write a formula to find highest number from cells C1 through C100.
- (e) How do you insert a pie chart in a Worksheet?
- (f) In manglesh@hotmail.com, what is the significance of manglesh and hotmail?
- (g) Discuss the function of a Browser.

4. Answer the following in 2–3 sentences only :

2×4=8

- (a) What is the significance of COUNTIF function? Explain with an example.
- (b) Write any *four* options used for formatting documents in MS-Word.
- (c) How do you perform the following in MS-Word?
- (i) Insert Tabs
 - (ii) Bullets and Numbering
 - (iii) Change Case
 - (iv) Text Alignment
- (d) Which options of MS-Word will be used in following cases (write command also)?
- (i) To make the text error-free
 - (ii) To increase the size of the character
 - (iii) To repeat a particular text at the bottom of each page
 - (iv) To start a new paragraph from the beginning of a new page

5. Differentiate the following :

2×3=6

- (a) Margins and Tabs in MS-Word
- (b) Formulas and Functions in MS-Excel
- (c) Slide view and Normal view

6. Answer the following :

2×2=4

- (a) Explain *two* major components of Mail merge facility in MS-Word.
- (b) How to insert of graphic and slide transition in a PowerPoint slide?
