

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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