

2018 VI 11 Seat No.: 1430 **COMPUTER APPLICATION** Time: 2 Hours **Subject Code** 2 3 3 Total No. of Questions: 5 (Printed Pages : 3) **Maximum Marks: 50 INSTRUCTIONS**: i) Answer **each** question on **a fresh** page. ii) Write the number of the question and the sub question clearly. iii) All questions are compulsory. iv) Figures to the **right** indicate **full** marks. 1. A) Choose the correct **alternative** and **rewrite** the statement. [1] i) In MS-Excel 2007 the division sign is represented by \_\_\_\_\_ a) / b) < c) \ d) \* B) Answer the following in **a** word or **a** phrase. [1] i) Name the vertical blocks of cells that runs through the entire worksheet. C) Explain the following functions in MS-Excel 2007 [3] i) Sum () ii) Average () iii) If ( ) D) Mention the steps to protect a worksheet in MS-Excel 2007. [5] OR

D) Write the steps to create a Pivot table in MS-Excel 2007.



2.	A) Choose the correct <b>alternative</b> and <b>rewrite</b> the statement.      i) The default orientation of the slide in MS-PowerPoint 2007 is				[1]
		a) Background	b)	Landscape	
		c) Portrait	d)	Template	
	,	nswer the following in <b>a</b> word or <b>a</b> p  Name the condition in MS-Access by keeping one common field.			[1]
	•	hat is slide transition in MS-PowerF fects.	Poin		า <b>[3]</b>
	D) W	rite down the steps to insert a pictur	e fro	om a file in MS-PowerPoint 2007.	[5]
3.	,	noose the correct <b>alternative</b> and <b>r</b> oose the correct <b>alternative</b> and <b>r</b> oose the full form of OLE with reference a) Ordered List Excluded b) Object Linking Embedding c) Object List Example d) None of the above			[1]
	B) Answer the following in <b>a</b> word or <b>a</b> phrase.  i) If <a href="www.google.co.in">www.google.co.in</a> is a web address. What does.in stand for ?				
	C) Mention the steps to display a ledger account in Tally.				
	D) W	rite down the steps to create a new OR	COI	mpany in Tally.	[5]
	D) W	rite down the steps to create a vouc	che	r in Tally.	

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4.	<ul><li>A) Answer the following question in <b>one</b> sentence.</li><li>i) What is a day book in Tally ?</li></ul>	[1]
	B) Write any two disadvantages of MS-Excel 2007.	[2]
	C) What is the difference between Merge cell and Split cell in MS-Excel 2007?	[2]
	D) Name and explain any two types of Standard Charts in MS-Excel 2007.	[2]
	E) Write down the steps to create a table design view in MS-Access 2007.	[3]
5.	<ul><li>A) Answer the following question in <b>one</b> sentence.</li><li>i) Name the function key used to change the date in Tally.</li></ul>	[1]
	B) Name any four Sub Groups under Current assets in Tally.	[2]
	C) What are the Golden rules of Real account and Personal account with reference to Tally ?	[2]
	D) What is the difference between Primary key and Foreign key in MS-Access 2007 ?	[2]
	E) State and explain any 3 disadvantages of E-Commerce.	[3]

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