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Time : 2 Hours**Computer Application (CWSN)****Subject Code**

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Total No. of Questions : 2**(Printed Pages : 3)****Maximum Marks : 50**

- INSTRUCTIONS :** 1) **All questions are compulsory.**
2) **Figures to the right indicate full marks.**
3) **Answer to every question starts on a fresh page.**
4) **Write the no. of the question and sub-question clearly.**
5) **Draw diagrams wherever necessary.**

1. A) Fill in the blanks by choosing the appropriate words from the choices : **[5]**
- 1) A workbook in MS-Excel is a collection of many _____
 - a) Charts
 - b) Worksheets
 - c) Numbers
 - d) Documents
 - 2) In MS-Access queries are used to retrieve and display specific records in a _____
 - a) Table
 - b) Field
 - c) Form
 - d) Column
 - 3) The default slide orientation in MS-PowerPoint is _____
 - a) Portrait
 - b) Landscape
 - c) Letter
 - d) Legal
 - 4) The MIN function in MS-Excel returns the _____ value in a set of values in a cell.
 - a) Largest
 - b) Smallest
 - c) Current
 - d) Price
 - 5) E-shopping refers to buying or purchasing goods through _____
 - a) Online
 - b) Offline
 - c) Retail
 - d) Wholesale

B) Match the following : [5]

- | | |
|--------------------|--------------------|
| 1) Formula | image |
| 2) Merge cell | = sign |
| 3) Picture | form a single cell |
| 4) Design template | unlimited data |
| 5) Memo | background |

C) Draw the symbols for the following : [5]

- 1) Bold with reference to MS-PowerPoint.
- 2) Text shadow with reference to MS-PowerPoint.
- 3) Word Art with reference to MS-PowerPoint.
- 4) All borders with reference to MS-Excel.
- 5) Auto sum with reference to MS-Excel.

D) Answer the following in a word or phrase. [5]

- 1) Name the tab displayed on the ribbon when clip art is inserted into the slide.
- 2) Name the option in MS-Excel that allows to change the colour of the text.
- 3) Write the short cut key to print worksheet in MS-Excel.
- 4) Give the full form of DBMS.
- 5) What is B2C in information technology ?

E) Answer the following questions in **one** sentence **each** : [10]

- 1) What is the default slide in MS-PowerPoint ?
- 2) What is a cell in MS-Excel ?
- 3) Define a table in MS-Access.
- 4) Mention any two options under office button in MS-PowerPoint.
- 5) State the feature of OLE object data type in MS-Access.
- 6) What is E-banking ?
- 7) Give one use of slide sorter view in MS-PowerPoint.
- 8) State any two options under clipboard group in MS-Excel.
- 9) What is primary key in MS-Access ?
- 10) Give the full form of WWW.

2. Answer the following in **two** sentences **each** (any 10) :

[20]

- 1) State any four types of slide layout in MS-PowerPoint.
- 2) Mention the steps to start MS-Excel.
- 3) Explain the function in MS-Excel.
 - a) Today ()
 - b) Now ()
- 4) Explain any two features of MS-Excel.
- 5) Write the steps to apply transition effect to the slide in MS-PowerPoint.
- 6) Mention the steps to insert a chart to the slide in MS-PowerPoint.
- 7) Mention the steps to Exit MS-PowerPoint.
- 8) Mention any four options under slide show tab in MS-PowerPoint.
- 9) Write the steps to increase the height of a row in MS-Excel.
- 10) State any four types of charts in MS-Excel.
- 11) Explain any two types of alignment in MS-Excel.
- 12) Write the procedure to save a worksheet in MS-Excel.
- 13) Mention the steps to delete a slide in MS-PowerPoint.
- 14) Mention any four options under font group in MS-Excel.