2022

Time - 3 hours

Full Marks - 60

*Answer **all groups** as per instructions.*
Figures in the right hand margin indicate marks.
Candidates are required to answer
in their own words as far as practicable.

GROUP – A

1. Fill in the blanks. (all)   [1 × 8

   (a) A _____ is the case where first character of every sentence is capitalized.

   (b) When you save your files in the Word 2010 format, it saves your files with a four-letter file extension _____.

   (c) Power Point use _____ view to deliver your presentation to your audience.

   (d) _____ feature will help you to apply motion effects to different objects of a slide.

   (e) _____ are a visual representation of data in a worksheet.

(f) _____ measures the degree to which two variables move in relation to each other.

(g) A _____ is software that helps you to manage data.

(h) HTML elements with no content are called _____.

GROUP – B

2. Answer <u>any eight</u> of the following questions within two to three sentences each. [1½ × 8

(a) What is the smallest and largest font size available in font size tool on formatting toolbar ?

(b) How many ways you can save a document ?

(c) Which Power Point feature allows the user to create a simple presentation quickly ?

(d) Which view shows all the slides at once ?

(e) What is the extension of saved file in MS-Excel ?

(f) Which term is used to join the selected cells into one cell ?

(g) What is the full form of DDL ?

(h) Who introduced Relational Database Model ?

(i) What HTML stands for ?

(j) What is marquee ?

GROUP – C

3. Answer <u>any eight</u> of the following questions within 75 words each.

[2 × 8

(a) What are macros in word processing ?

(b) What are the uses of MS Word ?

(c) Is it possible to do animation for objects in power point ?

(d) What is Transition ?

(e) Explain pivot tables and its uses.

(f) What are charts in MS-Excel ?

(g) Differentiate between DML and DDL.

(h) What are the different number field types in Access ?

(i) What is the difference between static and dynamic web page ?

(j) What is CSS ?

GROUP – D

*Answer **any four** questions within 500 words each.*

4. Explain the procedure to insert Headers and Footers in MS-Word. Also describe the purpose of using headers and footers along-with various settings for headers and footers.

[6

5. Explain the main features of MS-Power Point and its uses in business environment.

[6

P.T.O.

6. How functions make tasks easy in Excel ? Explain different kinds of mathematical and statistical functions with example. [6

7. What is spread sheet ? Explain the main features of a spread-sheet package. [6

8. What is DBMS ? Explain its application in different areas. [6

9. Define Query. Describe the various techniques used to create a query. [6

10. Why frames are used in HTML ? How to create vertical and hori-zontal framesets ? Explain it with example. [6

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