**Time : 3 Hours.**                                                                      **Max. Marks: 75M.**

## SECTION-A

**Answer any FIVE Questions.**                              **5 X 5 = 25M**

1. Characteristics of Computer.

2. Uses of Computers.

3. Write about secondary memory.

4. Define Operating Systems and its types.

5. Explain the use of Bullets and Numbering.

6. Write about formatting a document.

7. How to Insert & Delete Rows and Columns.

8. Write about Statistical functions.

9. How to edit and formatting text in a slide.

10. Explain how to View a Slide show.

## SECTION – B

**Answer any FIVE questions.**                              **5 X 10 =50M.**

1. Explain about different types of Computers.

2. Explain about Input Devices.

3. Explain about Internal and External commands.

4. Explain about different types of Softwares

5. Explain about creating a Table in MS- Word.

6. Explain about Mail Merge.

7. Explain about different types charts in MS – Excel.

8. Explain how to format cells in Excel.

9. Explain how to create and save a presentation.

10. Explain how to format and modify a presentation.

**Note: Paper Setter must select <u>TWO</u> short questions and <u>TWO</u> essay questions from each unit.**