

S-I/7/1453/ 22

Ist Semester

Computer

VII Paper

M.M.-80

(15×2=30)

Time: 3 hrs.

I. Answer the following questions.

1. Typeface option is under which menu?

(a) Format	(b) Insert
(c) Edit	(d) View
2. What is RAM ? – OR – What is ROM ?
3. What is a Bookmark?
4. What is gutter Margin?

OR

Ctrl+D short all key in Msword will

- (a) Open the font dialog box
 - (b) Apply double underline for the active cell
 - (c) Fill down in the selection
 - (d) None of the above
5. How can you crop the text within a cell?
 6. The topmost bar in any application window is the _____.

(a) Menu Bar	(b) Tool Bar
(c) Status Bar	(d) Title Bar
 7. Which function key is used to run a powerpoint slide show.

(a) F ₂	(b) F ₅ ✓
(c) F ₆	(d) F ₇
 8. The document in Ms-Word can be zoomed maximum upto

(a) 100%	(b) 150%
(c) 200%	(d) 500% ✓

OR

You can not undo certain operations like saving, printing, opening and creating documents. (Choose True / False)

9. Replace Command is available on
 (a) File menu (b) Edit menu ✓
 (c) View menu (d) Format menu
10. Paragraph mark is a non printing character. (Choose True / False)
11. In word you can align the selected paragraph to its right by Pressing Ctrl + Q keys.
12. What is a Cell?
13. A worksheet can be protected with a Home.

OR

Header / Footer are a part of the worksheet. (Choose True / False)

14. What is the extension of Powerpoint file. TPTX
15. Which of the following view does Powerpoint Provide?
 (a) Outline (b) Slide Sorter ✓
 (c) Notespage (d) All of the above

OR

Excel prints gridlines by default. (True/ False)

II. Answer the following questions.

(5×6=30)

16. Write the procedure to insert a chart in the Worksheet.
17. Write a short note on Slide Sorter view.

OR

Discuss about slide transitions.

18. What are the important features of page formatting of Ms-Word.

OR

Write a short note on Recycle bin.

19. Explain logical functions Ms-Excel?
20. What are the applications of Computer.

OR

Define the following data format available in Ms-Excel:-

- (a) Number (b) Currency
 (c) Date (d) Percentage

III. Answer the following question.

(1×20=20)

21. Explain 4 input and 4 output devices of Computer.

OR

Write the features of MS-Word and describe the different menus present in Ms-Word.

OR

How can you sum up Rows & Column quickly on the Excel sheet? Explain the uses of functions-SQRT, SUMIF (), TRIM (), IF, AND, DATEVALUE ()