

Basic Computer Information Technology-II - 2013

Note: All Questions are compulsory.

Section-A (Objective Type Questions)

Q.1. Choose the correct option in the following questions:

- (i) Selection breaks in word can be only at
 - (a) Next page (b) Continuous
 - (c) Even and odd page (d) All of the above
- (ii) In a word a table can be sorted by maximum
 - (a) One Column (b) Two column
 - (c) Three column (d) None of these
- (iii) Pie chart can be plotted on
 - (a) Multiple data series (b) Only two data series
 - (c) Only one data series (d) None of the above
- (iv) The purpose of autosum is to
 - (a) Locate and total the rows or column in a range nearest to the current cell
 - (b) Total any range that you select
 - (c) Add grand totals to a range containing other total
 - (d) All of the above
- (v) Which extension is given to powerpoint document by default?
 - (a) .Ext (b) .Com (c) .PPT (d) .None

Section-B (Short Answer Type Questions)

- Q.2.** Discuss find and replace command in word processing.
- Or** Explain the important features of page formatting in word.
- Q.3.** Explain worksheet. How can you insert and delete a sheet from your workbook?
- Or** Explain any two mathematical functions available in Excel.
- Q.4.** Explain slide layout in powerpoint.
- Or** Describe how to create a table in powerpoint.
- Q.5.** How can you add an object from clip art to a slide?
- Or** What is animation effect in powerpoint? Explain it.
- Q.6.** What is protocol?
- Or** What do you mean by internet?

Section-C (Long Answer Type Questions)

- Q.7.** Differentiate between the following:
 - (a) Moving text and copying text.
 - (b) Paragraph and line break.
- Or** What do you understand by headers and footers in word and what are its uses?
- Q.8.** Explain relation and absolute cell reference.
- Or** Describe the auto calculate feature in Excel. How can you change the function of auto calculate?
- Q.9.** Explain pack and go wizards.
- Or** Discuss the utility of auto correct feature in powerpoint.
- Q.10.** What are slide transition and how are they different from slide animation?
- Or** Define the form element of layout. What are the different elements of a layout?
- Q.11.** Explain the following (any two):
 - (a) Web Browsers; (b) VSAT; (c) Domain Name; (d) Virus