

Please note : • All answer to be written in the answer booklet.

- Attempt all questions and be neat.

SECTION A

Q1). Choose the correct alternative from the following: (8m)

1. It consist of a name and an extension.
a). email b). file name c). website d). URL
2. In a table , to move to the next adjoining cell on the right .which key to be pressed?
a).Shift b).Tab c).Shift + Tab d). Ctrl
3. A row is a _____ series of cells.
a). vertical b). horizontal c). diagonal d). width
4. Which of the following is known as India's first supercomputer ?
a). Supreme b). Sierra c). Fugaku d). Param
5. When a file is copied from a pen drive to hard disk,a hard disk is known as the
a). source drive b). destination drive c). basic drive d).)home drive
6. How is the information in a data source organized?
a). Chart b). Matrix c). Table d). Paragraphs
7. It means changing the appearance of the table in different ways such as by applying different styles , changing the row height and column width and so on.
a). Editing b). Saving c). Formatting d). Printing
8. Which of the following is not a default document type for a mail merge?
a). Letters b). Envelopes c). Memos d). Directory

QII).State whether the following statement are True or False. If false correct the underline word. (5m)

1. The intersection of a column and row is called a grid .
2. The Mail Merge process is completed in six different steps.
3. Python and Ruby are examples of Assembly languages .
4. A wildcard is a three or four letter identifier.
5. Draw table option in Ms word has pre- designed table templates .

QIII).Give a file extension of the following file icon: (6m)

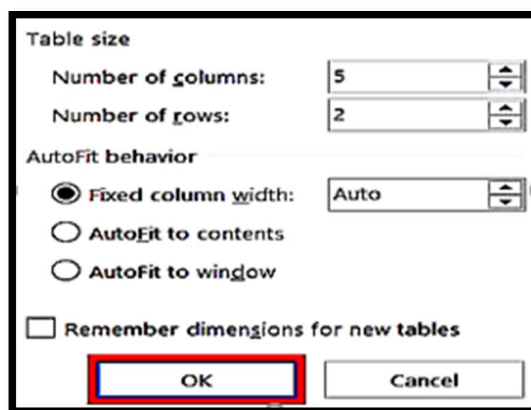
File icon	File extension
Ms Word	
Video	
Ms Powerpoint	
Audio	
Ms Excel	
Image	

QIV).Name the following: (8m)

- 1.Any two portable computer
- 2.Short cut key for copy data from one drive to another.
- 3.One language processor.
- 4.A set of data arranged in rows and columns.
- 5.Full form of PMP .
6. A language that uses only 0's and 1's .
7. After applying formula in a cell of the table, if you change the data in any cell by what shortcut key you update the sum of the data.

QV).Observe the figure and answer the following question. (3m)

- 1.Name the tab and the option you will click to get this dialog box?
- 2.Mention any two other ways of inserting a table in a document.



SECTION B

QI).Answer the following in short.

(16m)

1. What are language processors? (1m)
2. What are drives? (1m)
3. Which alignment options can be applied to a table in a Word document ? (2m)
4. What is a computer language and computer program? (2m)
5. Write the use of the following Radio button in Mail Merge (2m)
 - (i). Use an existing list
 - (ii). Select from outlook contacts
6. Give 2 features of High-level language.?(no examples) (2m)
7. What is Table Move handle and Table Resize handle? (2m)
8. In What different ways can you sort files in Windows 10? (2m)
9. (i). What are Wildcards?
 - (ii). Sujata wants to search all the files with names starting with 'p' and Extension .docx . What should she type in the search box? (2m)

QIII).Differentiate between: (1 point each)

(10 m)

1. Source code and Object code. (definition)
2. Compiler and Interpreter. (object code produced)
3. Asterisk (*) and Question mark (?). (definition)
4. Merging cell and splitting cell .(definition)
5. Cell spacing and Cell padding.(definition)

QIV).Answer the following in brief.

(24m)

1. Name and explain the three options available when you click on autofit option while resizing a table ? (3m)
2. Write and explain the main steps involved in mail merge? (3m)
3. Name and explain the three option available when you select starting document in Mail Merge (3m)
4. Name the three ways that you should know for searching files and folder in Windows 10 ? (3m)
5. What are mobile computer? Name and explain any three types of mobile computer? (4m)
6. Write any 4 main features of the fourth generation languages? ? (4m)
7. What do you mean by Mail Merge in Ms Word and explain the differnt components of mail merge? (4m)

----- **ALL THE BEST** -----