

- a) to
c) contents
- b) Subject
d) CC
- (x) Select the wrong extension of E-mail.
- a) gov
c) com
- b) mil
d) kill
- (xi) Illustrate the term of HTTPS ?
- a) Hyper terminal tracing program
c) Hypertext transfer protocol
- b) Hypertext tracing protocol
d) Hypertext transfer program
- (xii) Report the correct option: by default orientation of the slides in PowerPoint is:
- a) Hiding
c) Bordering
- b) Cropping
d) Cutting
- (xiii) Write the shortcut key is used to stop the slide show is
- a) SUM
c) MAX
- b) AVG
d) MIN
- (xiv) Predict the area in an Excel window allows entering values and formulas?
- a) Header(N)
c) Both A and B
- b) Footer
d) None
- (xv) Select the correct word for the blank: Documents can be ____ with MS Word.
- a) Effects(N)
c) Transitions
- b) Custom animations
d) Present animations

Group-B

(Short Answer Type Questions)

3 x 5=15

2. How to apply bullets and numbering in MS Word? (3)
3. What are the features of Android Studio? (3)
4. Name the tab stops available in MS Word. (3)
5. Why do we use paragraph? (3)
6. What is a computer system? (3)

OR

What are the characteristics of computers? (3)

Group-C

(Long Answer Type Questions)

5 x 6=30

7. How to unfreeze a row or a column from freeze-pane in Excel? Explain with example. (5)
8. Explain the function of the individual blocks of a computer system. (5)
9. How can you add columns to an existing table in MS Word? (5)
10. How can you apply automatic notes page numbering in your presentation? (5)
11. Discuss the following functions: LEN, COUNT, MAX (5)
12. Explain the difference between the primary and Secondary memory. (5)

OR

Distinguish between a RAM, ROM and Auxiliary memory. (5)
