

2017

Time : 3 hours

Full Marks : 80

andidates are required to give their answers in their own words as far as practicable.

The questions are of equal value.

Answer **five** questions in which

Q. No. 1 is compulsory.

1. Write the one correct answer for the following multiple choice questions :

(a) Ms-word allows creations of _____ type of documents by default.

(i) .DOT

(ii) .TXT

(iii) .DOX

(iv) .DOC

(b) The short cut for print preview is :

(i) Ctrl + P

(ii) Ctrl + F₂

(iii) Alt + F₂

(iv) Shift + P

(Turn over)

(c) An Excel worksheet can have maximum of _____ number of columns.

(i) 255

(ii) 256

(iii) 257

(iv) 258

(d) Which of the following is a DBMS software ?

(i) MS Word

(ii) MS Excel

(iii) MS Access

(iv) MS Power Point

(e) Which key on the keyboard can be used to view slide show ?

(i) F₁

(ii) F₂

(iii) F₅

(iv) F₁₀

(f) To insert a new slide in the current presentation, we can choose :

(i) Ctrl + M

(ii) Ctrl + N

(iii) Ctrl + Q

(iv) Ctrl + F

(g) The formula in Excel are made up of :

(i) Airthmetical operators and functions

(ii) Only functions

(iii) Only airthmetical operators

(iv) An equal to (=) symbol

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(n) Which option may be used to change page-size and margins ?

- (i) Page set up (ii) View
(iii) Tools (iv) Data

2. What do you mean by mail merge ? Write the steps to create a mail merge document to form letters.

3. What is macro in MS Word ? Write the steps to record a macro in MS Word ? Also, write the steps to use the recorded macro.

4. Write the steps to create a presentation in MS Powerpoint using auto-content wizard.

5. Explain the different type of views in power-point. Also, write the steps to insert a picture and a hyperlink into a slide.

6. What do you mean by function and formula in MS-Excel ? Write the use of any ten built in functions with proper syntax and example.

7. What is chart in MS-Excel ? Describe the various elements of a chart. Write the steps to create a chart using chart-wizard option.
8. Explain the different type of objects used in MS-Access. Write the steps to create a table using table wizard option in MS Access.
9. Write the use of any four applications :
- (a) MS Word
 - (b) MS Excel
 - (c) MS Power Point
 - (d) MS Outlook
 - (e) MS Access

