

No. of Printed Pages : 4
Roll No.....

181218

**1st Year Annual Pattern (Re-app)
Sub.: Computer Applications**

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple Choice Questions. All Questions are compulsory. (6x1=6)

- Q.1 Which of the following is not considered hardware?
a) Operating system b) CPU
c) Keyboard d) Hard Disk
- Q.2 Which would you choose to save a document with a new name?
a) Press Ctrl+S b) Click File, save
c) Click File, Save as d) None
- Q.3 By default, on which page the header or the footer is printed:-
a) On every page b) On first page
c) On alternate page d) None of the above
- Q.4 Which key deletes the characters to the left of the cursor?
A) End b) Backspace
c) Home d) Delete
- Q.5 Following is used for creating presentations.

- a) MS Word b) MS Access
c) MS Excel d) Power Point
- Q.6 Portrait and Landscape are
a) Pay Layout b) Paper size
c) Page Orientation d) All of above

Section-B

Note: Objective/Completion type questions. All questions are compulsory. $(6 \times 1 = 6)$

- Q.7 Write down the shortcut to view a slide show.
- Q.8 Text in a column is generally aligned _____ (Left/Right).
- Q.9 Excel workbook is a collection of _____.
- Q.10 Define an email.
- Q.11 What are graphics.
- Q.12 What is the function of ALU.

Section-C

Note: Short answer type Question. Attempt any Eight questions out of Ten Questions. $(8 \times 4 = 32)$

- Q.13 Draw the block diagram of the computer and discuss in brief the different components.
- Q.14 What is presentation and how is it useful for us.
- Q.15 Write a short note on creating word are in MS Power Point.

- Q.16 What is the use of operating system. Mention the characteristics of good operating system.
- Q.17 Differentiate between hardware and software.
- Q.18 Write down the steps for uploading document in mail.
- Q.19 What is the significance of Headers and Footwear. How will you apply header and footer to your document.
- Q.20 Differentiate between input and output devices.
- Q.21 Write any four advantages of internet in day to day life.
- Q.22 Explain the process of sending and receiving E-mail.

Section-D

Note: Long answer questions. Attempt any Two question out of Three Question. $(2 \times 8 = 16)$

- Q.23 Write a short note on E-mail. Discuss the advantages and disadvantages of e-mail.
- Q.24 Discuss in brief how a power point presentation is prepared. How will you add graphics to a slide.
- Q.25 How formulas are created in MS Excel. Discuss the basic formulas available in MS Excel.