Q.1. <u>Fill in the blanks by choosing the correct alternative from those given in the brackets:</u>(any 5)   **[5]**

1. In MS-Excel, numbers are -------------------- aligned by default. ('left' / 'right')

2. The set of rules used by computers to communicate with each other is called as ------------------.(Protocol / Syntax)

3. 'Merge and Center' button is in the ------------------ group on Home tab. (Alignment / Clipboard)

4. ------------- eliminates corruption. (E-mail / E-governance)

5. One can send e-mail to ------------------ recipient/recipients at the same time.(single / multiple)

6. Formulae in MS-Excel should start with -------- sign.('=' /'$')

Q.2. <u>State whether the following statements are True or False:</u> (any 5)   **[5]**

1. Domain Name System is also called as letter addressing system.

2. One cannot take a printout of the worksheet.

3. Every computer connected to an Internet has different address.

4. The information sent over the internet is divided into small packets.

5. One cannot enter text data in MS-Excel.

6. Newly created custom list is added to the computers registry.

Q.3. <u>Match the following:</u>   **[5]**

'A'	'B'
1. **.com**	a. Government organizations
2. **.org**	b. Business
3. **.in**	c. Educational institutes
4. **.edu**	d. China
5. **.gov**	e. India
	f. Non-profit organizations