

Candidates are required to give their answers in their own words as far as practicable. Marks allotted to each question are indicated against it.

Special Instructions: -

- (i) All questions are compulsory.
- (ii) Attempt all parts of question and selection together.

Q.1 Multiple choice questions. 8x1=8

- (i) Projector is a glass surface where are placed to be projected .  
(a)Tranparencies (b) Paper (c) Cardboard (d) none of these.
- (ii) LED stands for  
(a) Light Emitting deal (b) Light Emitting Door  
(c) Light Emigging Diode (d) Less Emitting diode.
- (iii) \_\_\_\_\_ is a network of networks  
(a) MAN (b) LAN (c) Internet (d) None of these.
- (iv) ISP stands for  
(a)Integrated Service Provider (b) Internet Service Provider  
(c) Internet Server Provider (c) None of these
- (v) Which of the following symbol is used to enter formula in M.S. Excel?  
(a)= (b)# (c)+ (d) %
- (vi) \_\_\_ is a shortcut key to open a document in M.S Word  
(a)Ctrl+P (b)Ctrl+O (c)Ctrl +F (d) Ctrl +N
- (vii) Most Popular word processing package is  
(a) Home (b) Insert (c) Layout (d) MS word
- (viii) Word processing includes the process of  
(a) Entering Text (b) Editing Text  
(c) Formatting Text (d) All of the above.

Q.2. (i) what is LED and Advantages .

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Or

What is Overhead Projector and its uses

(ii) What is Fax Machine and its uses. 3

Or

What is Printer and how many types of Printers .

Q.3. (i) What is WAN .and its used 2

(ii) What is E-Mail and its uses 2

(iii) What is Search Engine write three types of search Engine 3

Or

What is the difference between LAN and MAN 3

Q.4. (i) Write the uses of MS. Word 3

(ii)What is Text alignment? In how many ways you can align your text. 3

(iii)Write the steps to create and save the file in M.S. Word 3

Q.5. (i) How many rows and column and M.S. Excel worksheet . 5

Or

What is chart ? How will you create line Chart ?

(ii) How will you delete cells, rows and columns in M.S. Excel ? 5

Or

Explain the following functions: - MIN(), MAX(), SUM(), AVERAGE (), And MOD()