

(2)

2. Answer the following briefly :

2×5=10

- (a) What is control panel?
- (b) What is Auto-text?
- (c) What is filtering in MS-Excel?
- (d) What is DBMS?
- (e) What is formulas in MS-Excel?

3. Answer any *three* from the following :

- (a) What is operating system? Write about different functions of operating system.
2+9=11
- (b) Write briefly about spelling and grammar tool, bookmark, tables, change case, alignments in MS-Word.
3+2+2+2+2=11
- (c) Write briefly about sorting, goal-seek and scenario in MS-Excel.
4+4+3=11
- (d) Write briefly about slide transition, layout, animations and sounds in MS-PowerPoint.
3+3+5=11

(3)

(e) Explain the following functions in brief :

2+2+2+2+3=11

- (i) MIN ()
- (ii) SUM ()
- (iii) IF ()
- (iv) LEN ()
- (v) SUMIF ()
