

(2)

- (d) What is a cursor?
- (e) What is the shortcut key for 'Find and Replace' box in MS-Word?

2. Answer the following briefly : $2 \times 5 = 10$

- (a) What is macro?
- (b) What is the use of filtering in Excel?
- (c) What is spelling and grammar tool in MS-Word? Write the steps to check spelling.
- (d) What is DBMS?
- (e) What is goal seek?

Answer any three from the following :

- 3. (a) What is operating system? Explain the basic functions of operating system. $2+3=5$
- (b) What is taskbar? Write various elements of taskbar. $1+2=3$
- (c) Write briefly about sorting in MS-Excel. 3
- 4. (a) Write two ways of copying a file from one folder to another. $2+2=4$
- (b) Write the steps to change the appearance of Windows and uninstalling a software. $2+2=4$

(3)

- (c) Write how the animation order can be changed in a slide. 3

5. (a) Write the steps to change screen saver and setting date and time in Windows.

$2+2=4$

- (b) Write briefly about mail-merge. 4

- (c) Write briefly about template and navigation pane. 3

6. (a) What is control panel? Write three category views displayed in control panel. $1+3=4$

- (b) What is bookmark? Write the steps for using macros in MS-Word. $1+3=4$

- (c) Write the difference between LTRIM and RTRIM function in MS-Excel. 3

7. (a) Write about the views in MS-PowerPoint. 4

- (b) What is footer? Write the steps to show the page number as well as the date in footer. $1+3=4$

- (c) Explain the difference between absolute reference and relative reference. 3