*(Write your Roll No. on the top immediately
on receipt of this question paper.)*

All questions are compulsory.

*Answers should be brief and all parts
of a question should be answered together.*

1. Fill up the blanks:

(a) — in Microsoft Word refer to tiny pieces of information such as page number, date, book title, etc., that appear along the bottom of every page of a document.

(b) — connects similar networks.

(c) — view option displays all the slides in a presentation as thumbnail.

(d) The Redo command is used to reverse the effect of — command.

P. T. O.

(e) The — gets automatically loaded into the computer's memory when the computer is switched on.   5

2. (a) What are the main components of CPU in a computer? Briefly explain their functions.   5

(b) Explain the difference between Interpreter and Compiler.   5

Or

(a) Explain the terms: Liveware and Firmware.   5

(b) (i) Calculate decimal equivalent of the binary number $(1100101)_2$.

(ii) Calculate binary equivalent of the decimal number $(42)_{10}$.   5

3. (a) What do you understand by Search Engine and Browser? How are they useful in the context of internet?   5

(b) What do you mean by Internet Protocol? Explain the functioning of TCP/IP with suitable example. 5

Or

(a) Discuss the different types of Page Margins in MS Word document.   5

(b) Write down the steps to create bullets and numbering in a document.   5

4. (a) What are the different ways to view a presentation in PowerPoint? Explain them briefly.   5

(b) What do you mean by slide animations and slide transitions?   5

Or

(a) What are headers and footers? What are the advantages of using them? Explain with examples.   5

(b) Write the syntax of the following in MS-Excel (any two):

(i) COUNTIF

(ii) AVERAGE   5

(iii) RANDBETWEEN

5. (a) Differentiate between:

(i) Spreadsheet and Workbook in MS-Excel

(ii) Sort and Filter in MS-Excel.   5

(b) Differentiate between internet and intranet.   5

Or

(a) What are various types of graph in MS-Excel? Explain the steps for creating a graph in a worksheet.   5

(b) Differentiate between mixed referencing and absolute referencing by giving suitable examples.   5