

Please check whether you have got the right question paper

N.B : 1. Question No. 1 and 4 are compulsory.

1. Answer **any five** : 15
- (a) Templates in word
 - (b) Tally features
 - (c) Internet
 - (d) Keyboard
 - (e) Hard-disk
 - (f) DOS
 - (g) complier
2. Answer the following : 15
- (a) What is output device. Explain its various devices. 8
 - (b) What is Internet. Explain the various internet connection. 7
- OR**
- (c) Explain the various Internet services. 8
 - (d) Explain the primary and secondary memory. 7
3. Answer the following : 15
- (a) What is operating system. Explain DOS in detail. 8
 - (b) Explain the various versions of windows operating system. 7
- OR**
- (c) What is UNIX. Explain its features. 8
 - (d) Explain the pivot table and pivot chart steps creating it. 7
4. Answer **any 3** short notes : 15
- (a) Functions of word
 - (b) Functions in Excel
 - (c) Tally features
 - (d) Filtering of Data
 - (e) Mail-merge.
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