[Time: 2½ Hours]   **[Marks: 75]**

Please check whether you have got the right question paper.

N.B: 1.   All questions are compulsory.
         2.   Attempt any two out of three in each question.

1.   **Attempt any two out of A, B, and C.**   15
      A) Answer in brief (**any three**)
            i)   What is a programming language?
            ii)   What is a computer memory?
            iii)   What are the functions of a control unit?
            iv)   What is meant by computer hardware?
            v)   What are the advantages and disadvantages of High Level Language?

      B) Distinguish between (any **two)**
            i)   Assembly language and High level language
            ii)   System software and application software
            iii)   Input devices and output devices

      C) Write short notes on (**any two**)
            i)   Control unit
            ii)   Types of computers
            iii)   Merits and demerits of computers

2.   Attempt any two out of A, B and C.   15
      A) Answer in brief (**any three**)
            i)   What is a website?
            ii)   What is meant by Usenet?
            iii)   What are the different types of modems?
            iv)   What is AOL?
            v)   What is internet protocol?

      B) Distinguish between (any **two**)
            i)   Internet and www
            ii)   LAN and WAN
            iii)   DOS & WINDOWS

      C) Write short notes on (**any two**)
            i)   UNIX
            ii)   Operating system
            iii)   On-line source of data

(Turn Over)

3. Attempt any two three out of A, B And C.   15
   A) Answer in two to three lines **(any three)** in MS-WORD.
      i)   What are the options on view menu?
      ii)   Write any three options available in file menu.
      iii) Write two functions available in page set up.
      iv)   List the two orientations of page available in MS WORD
      v)   What does formatting text mean?

   B) Write steps to do the following.
      i)   To replace word 'collage' by 'institute' in a word document
      ii)   To draw a table with 5 columns and 4 Rows.
      iii) To make the word 'democracy' in uppercase and italic

   C) Write steps to do the following
      i)   To divide your document in two columns.
      ii)   To insert page numbers at the bottom of the text
      iii) To justify the text

4. Attempt **any two out of A, B, and C**   15
   A) Answer in two to these lines **(any three)** in MS-EXCEL.
      i)   What is a menu bar of the EXCEL worksheet?
      ii)   What do you mean by a worksheet and a workbook?
      iii) What is an active cell?
      iv)   What is paste special option?
      v)   Explain the term 'Relative Reference'.

   B) **Write steps to do the following.**
      i)   To insert a row
      ii)   Te rename a worksheet.
      iii) To select the entire worksheet

   C) a) **Write steps to do the following.**
      i)   To find the square root of 295.
      ii)   To find number of characters in the text string 'Social Network'.
      iii) To find today's date and current time.

   b) **Give one example each for the following functions in Excel by giving syntax of each**
      i)   AVERAGE
      ii)   ROUND
      iii) LOWER

5. Write notes on **any three.**   15
      i)   Mail Merge facility in MS WORD
      ii)   Thesaurus in MS WORD
      iii) Printing in EXCEL
      iv)   Use of computer in various field
      v)   Generations of computers.