Time: 2:30 Hours]   Total Marks: 70

Q-1 (a) What is Computer Peripherals? Explain Monitor in detail.   07
Q-1 (b) What do you mean by Hardware and Software? Explain types of software in detail.   07

OR

Q-1 (a) Write a short note on types of Digital Computers.   07
Q-1(b) Explain Block diagram of computer   07

Q-2 (a) What is Operating System? Different: MS-DOS v/s Windows   07
Q-2 (b) Explain the following DOS commands: 07
    1) MKDIR   2) TYPE   3) VER   4)DIR

OR

Q-2 (a) Write a shot note on: Laser Printer with advantage and disadvantage   07
Q-2 (b) What is Dir command? Explain any 5 option of its.   07

Q-3 (a) Explain Goal Seek Facility in MS-Excel.   07
Q-3 (b) Explain Data Table Facility in MS-Excel.   07

OR

Q-3 (a) Explain any four text function in MS-Excel.   07
Q-3 (b) What do you mean by Worksheet? Explain application and advantages of Excel   07

Q-4 (a) Explain Mail Merge facility in MS-Word.   07
Q-4(b) Explain Header – footer facility in MS-Word.   07

OR

Q-4 (a) Explain the facility of Font dialog box.   07
Q-4 (b) What is Drop cap? Explain Macro in MS-Word   07

Q-5(a) Explain various types of graph available in MS-Excel with necessary step and option. 07
Q-5(b) Explain Pivot table facility in MS-Excel.   07

OR

Q-5 (a) Explain the following function of MS-excel.   07
       I. If()
      II. Average()
      III. PMT()
      IV. Min()
Q-5 (b) Explain Advance filter in MS-Excel.   07