Marks: 70

Q.1	[a] Explain the Personal Computer & I/O Device.	7
	[b] Write a short note on Operating System.	7

OR

Q.1	[a] Explain the Translator & Hardware and Software.	7
	[b] Write a short note on Computer Language.	7

Q.2	[a]Explain the Icons ,Desk top & Control Panel.	7
	[b]Write a short note on Word Pad.	7

OR

Q.2	[a] How can you create, copy, rename & delete a folder.	7
	[b] Explain Note pad, Recycle Bin & Explorer in brief.	7

Q.3	[a] Describe the application of WP.	7
	[b] Explain Cut- Paste, Copy-Paste & Bullets of word.	7

OR

Q.3	[a] Explain Change Case, Alignment & Subscript of Ms-Word.	7
	[b] Explain the Find ,Replace & Sort of ms- word.	7

Q.4	[A] Explain the mail- merge facility of Ms-Word.	7
	[B] Explain the tab facility of ms- word.	7

OR

Q.4	[a] Explain table facility of Ms-Word.	7
	[b] Explain the Spelling checker & Macro facility.	7

Q.5	[a] Write a note on home menu of PowerPoint.	7
	[b] Write a short note on Insert menu of PowerPoint.	7

OR

Q.5	[a] Explain Animation Menu of PowerPoint.	7
	[b] Write a short note on Design menu of PowerPoint.	7