Q.1 [a] Explain Hardware, Software, & Input output device.   7
    [b] Explain Computer Languages.   7

OR

Q.1 [a] Describe the Computer Application.   7
    [b] Explain the following MS-Dos Command.   7
        1. DIR 2. DATE 3.COPY 4.MD

Q.2 [a] How to create ,rename delete a folder.   7
    [b] Explain Icon, Explorer & Recycle Bin.   7

OR

Q.2 [a] Explain Desk top, Control Panel & Task Bar.   7

    [b] Explain Windows Accessories.   7

Q.3 [a] Describe the Application of Ms-Word.   7
    [b] Explain Cut & Paste, Copy & Paste, and Undo & Redo.   7

OR

Q.3 [a] Explain alignment & Find and Replace.   7
    [b] Explain page set up of word document.   7

Q.4 [a] Explain the Mail-Merge facility.   7
    [b] Explain Change Case & spelling checking.   7

OR

Q.4 [a] Explain Table facility of ms word.   7
    [b] Explain Tab ,Macro .   7

Q.5 [a] Explain Power Point & its uses.   7
    [b] Write a short note on Insert menu of Power Point.   7

OR

Q.5 [a] Explain Slide Presentation & slide layout, different slide view.   7
    [b] Write a short note on animation menu of Power Point.   7