

- Q.1 Answer the following questions:**
- (A) What is Computer? Explain its different characteristics in details. 07
 - (B) Define term : DOS . Explain at least three internal & three external commands of DOS. 07
- OR**
- Q.1 Answer the following questions:**
- (A) Write short note on types of computer in details with example. 07
 - (B) Write short note on Control Panel options and Windows Explorer with suitable example. 07
- Q.2 Answer the following questions:**
- (A) What is Word Processor ? Explain different text formatting features of word process with suitable example. 07
 - (B) Explain Searching & Replacement Text and Printing features of Word processor. 07
- OR**
- Q.2 Answer the following questions:**
- (A) What do you mean by mail merge? How it is used to generate letter of different persons? Explain all the steps in details. 07
 - (B) Write short note on Spelling & Grammar checking and Header-footer features of word processor. 07
- Q.3 Answer the following questions:**
- (A) What is Spread sheet? List out different spread sheet packages and explain its application in practical field with example. 07
 - (B) Write short note on Macro and conditional formatting with suitable example. 07
- OR**
- Q.3 Answer the following questions:**
- (A) What is formula in spread sheet? Explain any six built in functions used in spread sheet with syntax, use and example. 07
 - (B) What is Cell? Explain different categories of Format Cell option in details. 07
- Q.4 Answer the following questions:**
- (A) What is Chart? How to create a chart in spread sheet? Explain different types of chart facility available in spread sheet with full steps. 07
 - (B) Write short note on Data filtering and sorting facility of spread sheet. 07
- OR**
- Q.4 Answer the following questions:**
- (A) Write short note on Pivot Table with example. 07
 - (B) Write short note on What if Analysis and Data validation of spread sheet. 07
- Q.5 Answer the following questions:**
- (A) What is presentation? Explain different features of presentation packages. 07
 - (B) Write short note on Custom animation with all its sub options. 07
- OR**
- Q.5 Answer the following questions:**
- (A) What is Slide ? Explain different objects used for preparing slide with example. 07
 - (B) Explain different presentation views with suitable example. 07
