This question paper consists of 15 questions and 3 printed pages.

Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐☐

COMPUTER APPLICATIONS IN OFFICE
(413)

Day and Date of Examination ....

Signature of Invigilators   1. ....

2. ....

General Instructions :

1. Candidate must write his/her Roll Number on the first page of the question paper.

2. Please check the question paper to verify that the total pages and total number of questions contained in the paper are the same as those printed on the top of the first page. Also check to see that the questions are in sequential order.

3. Making any identification mark in the answer-book or writing Roll Number anywhere other than the specified places will lead to disqualification of the candidate.

4. Write your Question Paper Code No. 53/VOC/O, Set ☐A☐ on the answer-book.

COMPUTER APPLICATIONS IN OFFICE

(413)

Time : 2 Hours]　　　　　　　　　　　　　　　　　　[Maximum Marks : 30

Note :　*All* questions are compulsory and carry marks as indicated against each question.

1. *(a)*　What do you understand by the following?　　2

　　　(i)　Saving a document

　　　(ii)　Cursor control

　　　(iii)　Drag and drop feature

　　　(iv)　Auto text

　(b)　Differentiate between font size and font style.　　1

2. *(a)*　Write any *two* elements of a worksheet.　　1

　(b)　Explain the steps for copying a formula from one cell to another cell in a worksheet.　　1

　(c)　How do you perform the following in a worksheet?　　1

　　　(i)　Enter the absolute value of –62 in the cell C3

　　　(ii)　Delete a sheet

3. Explain any *six* stages of developing a slide.　　3

4. What do you understand by virus? What are the sources of virus? How does virus control the computer?　　3

5. Define the following terms :　　2

　(a)　Start button

　(b)　My documents

　(c)　Desktop

　(d)　Screen savers

6. Discuss any *two* ways of connecting internet to a computer. 2

7. What do you understand by an e-mail? Explain any *three* features of an e-mail. 2

8. Write *three* main parts of a computer system. 1

9. Write the full form of ROM. 1

10. Give *two* examples of input devices. 1

11. How do you apply transition effect to a slide? 1

12. How do you insert charts in a slide? 1

13. Write the steps for adding notes to a slide. 1

14. List any *two* applications of multimedia. 1

15. *(a)* Explain the steps for creating labels. 2

(b) How do you perform the following operations on a word document? 3

(i) Moving text

(ii) Setting right margin

(iii) Spelling check

(iv) Inserting columns

(v) Inserting tables

(vi) Printing a document

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