

**Time: 3 hrs**

**Max marks: 50**

**Note:** Part – A is compulsory. It should be attempted on the question paper & will be handed over to the Supdt: after the first 20 minutes. Cutting, Erasing, overwriting & use of pencil is not allowed. Mobile Phone & Programmable calculators are not allowed.

**Part-A**

**Time: 20 Minutes**

**Marks : 10**

**Q.1: – Fill in the blanks.**

- i. Shortcut of save is \_\_\_\_\_
- ii. Shortcut of Save As is \_\_\_\_\_
- iii. Shortcut of Go TO is \_\_\_\_\_
- iv. CTRL + Y is used for \_\_\_\_\_
- v. CTRL + P is used for \_\_\_\_\_
- vi. In MS Word F7 is used for \_\_\_\_\_
- vii. In MS Excel function \_\_\_\_\_ is used to calculate Average.
- viii. MAX function will return the \_\_\_\_\_ value in a given list of arguments.
- ix. PPTX is file extension of \_\_\_\_\_
- x. In PowerPoint F5 is used for \_\_\_\_\_

## Part-B

Time: 2 hrs 40 Mins

Marks : 40

**Note: Attempt any four questions by selecting at least one question from each section. All questions carry equal (10) marks.**

### Section A

Q.2: Discuss different methods to perform the following in MS Word

I) Cut II) Copy III) Paste IV) Undo V) Redo

Q.3: Write detailed procedure to perform the following in MS Word

I) Find II) Replace III) Go To IV) Print Page V) Page setup

Q.4: Write in detailed procedure of the following in MS Word

I) Insert table II) Bullets and Numbers III) spelling and grammar check

### Section B

Q.5:- Write short note on following functions of Excel.

i) Workbook ii) Worksheet iii) CELL iv) Column v) Merged cell

Q.6:- Discuss the following excel functions with examples.

I) Max II) IF III) Date IV) Sum V) Upper

### Section C

Q.7: -Discuss different view options available in PowerPoint.

Q.8: – Write short note on the following.

- a) How to start PowerPoint and open existing presentation?
- b) Adding sound to animation in PowerPoint.