

QUESTION 2007**Group- A**
(Objective Type Questions)

1. Answer the following:

A. Answer the following very briefly:

- i) What is OLE?
- ii) What is LNK?
- iii) What is RTF?
- iv) What is the function of Select Command?

i) See Topic: MISCELLANEOUS, Short Answer Type Question No. 1.

ii) & iii) See Topic: MISCELLANEOUS, Short Answer Type Question No. 4.

iv) See Topic: DATABASE MANAGEMENT SYSTEM, Short Answer Type Question No. 1.

B. Choose the correct alternatives for the following:

v) Which of the following is not a view?

- a) Slide
- b) Slide Sorter
- ✓ c) Notes
- d) Slide help

vi) PIF stands for

- a) Portable Information File
- ✓ c) Program Information File
- b) Program Internet File
- d) None of these

vii) Border and Shading are

- a) Check box
- ✓ b) Dialog box
- c) Run box
- d) All of these

viii) The key which is used to represent relationship between tables is called

- a) Primary key
- b) Unique key
- c) Candidate key
- ✓ d) None of these

ix) 4GL language is

- a) COBOL
- b) FORTRAN
- ✓ c) SQL
- d) None of these

x) Which of the following is non- impact printer?

- a) Line printer
- b) Dot matrix
- ✓ c) Laser jet
- d) Daisy wheel

Group- B

(Short Answer Type Questions)

2. Differentiate between template and wizard.

See Topic: MISCELLANEOUS, Short Answer Type Question No. 6.

3. How can windows explorer be used for formatting a disk?

See Topic: MISCELLANEOUS, Short Answer Type Question No. 7.

4. What is the Registry of Windows?

See Topic: MISCELLANEOUS, Short Answer Type Question No. 8.

5. What is the difference between Program manager and File manager?

See Topic: MS WINDOWS, Short Answer Type Question No. 3.

6. Indicate the different views available in Power Point package.

See Topic: MS POWERPOINT, Long Answer Type Question No. 1(b).

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Group- C

(Long Answer Type Questions)

7. What is the difference between DDL and DML? What is QBE? How many data types are available in MS- Access? What is the function of Select Command? What are the relationships in MS- Access?

1st & 2nd part: See Topic: DATABASE MANAGEMENT SYSTEM, Short Answer Type Question No.2.

3rd & 5th part: See Topic: MS ACCESS, Long Answer Type Question No. 1.

4th part: See Topic: DATABASE MANAGEMENT SYSTEM, Short Answer Type Question No. 1.

8. What is Drop Cap? What is Gutter margin in MS-Word? Explain the terms. How do you superscript and subscript text in word? How do you promote and demote a paragraph? What are templates?

See Topic: MS WORD, Long Answer Type Question No. 2.

9. Describe the Auto Correct features and Auto Text entry in brief. Briefly describe the various options available in print dialog box.

1st part: Auto Correct: See Topic: MS WORD, Question No. 1(c) of Long Answer Type Questions.

Auto Text entry: See Topic: MS WORD, Long Answer Type Question No. 3(a).

2nd part: See Topic: MS WORD, Long Answer Type Question No. 3(b).

10. a) Differentiate between graph and chart in MS- Excel.

b) How can you change the type of the chart in MS- Excel?

c) How can you customize a chart in MS- Excel?

d) What do you mean by legends in MS- Excel?

e) Define relative reference & absolute reference in MS- Excel.

See Topic: MS EXCEL, Long Answer Type Question No. 2.

11. Write short notes on any three of the following:

a) MACRO

b) USB

c) GUI and CUI

d) Clip Art

e) GDI.

a) See Topic: MISCELLANEOUS, Long Answer Type Question No. 5(d).

b) See Topic: MISCELLANEOUS, Long Answer Type Question No. 5(e).

c) See Topic: MISCELLANEOUS, Long Answer Type Question No. 5(f).

d) See Topic: MS POWERPOINT, Long Answer Type Question No. 5(a).

e) See Topic: MISCELLANEOUS, Long Answer Type Question No. 5(g).