

QUESTION 2009

Group – A

(Multiple Choice Type Questions)

1. Choose the correct alternatives of the following:

i) '.RM' extensions refers usually to what kind of file

a) Backup file

✓ c) Animation / movie file

b) Audio file

d) MS Encarta document

ii) '.BMP' extension refers usually to what kind of file?

a) compressed archive file

✓ b) image file

c) temporary

d) audio file

iii) Which of the following is website design software?

a) MS Word

✓ b) MS Front Page

c) MS Internet Explorer

d) MS Publisher

iii) HTML stands for

a) Hypertext Markup Literature

c) Hypertext Market Literature

b) Hypertext Markdown Language

✓ d) Hypertext Markup Language

v) Which of the following is non-linear printer?

a) Line printer

✓ b) Dot Matrix

c) Laser Jet

d) Daisy Wheel

vi) Filter is created for

a) Filtering tab

b) Filtering

✓ c) Filter information

d) None of these

vii) Windows provides a temporary area called

a) memory

b) paste

✓ c) clipboard

d) all of these

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viii) An icon is a

- a) file
- c) navigation tool

b) shortcut

✓d) pictorial representation of files and folders

ix) An operating system is a

- a) collection of executable programs
- b) system software
- c) bridge between user and computer hardware
- ✓d) all of these

x) OLE stands for

- a) Object Locking Environment
- b) Object Linking Environment
- c) Object Latch Environment
- ✓d) None of these

Group -B

(Short Answer Type Questions)

2. What is word-wrap? Describe auto correct feature.

See Topic: MS WORD, Long Answer Type Question No. 1(b) & (c).

3. What is Watermark picture? How to apply it on a picture?

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

4. a) Explain the term Hyphenation in MS-Word

b) Write down the steps for implementing Hyphenation in MS-Word.

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

5. What is the significance of page Set-up? How will make a page set-up in MS-Word?

See Topic: MS WORD, Short Answer Type Question No. 4.

6. Write short notes on the following:

a) Macro

b) Windows explorer.

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

b) See Topic: MS WINDOWS, Long Answer Type Question No. 2(b).

Group -C

(Long Answer Type Questions)

7. a) Explain the process of adding and deleting slides in a power point presentation. Describe different steps for creating an animated slide presentation.

1st Part: See Topic: MS POWERPOINT, Short Answer Type Question No. 1.

2nd Part: See Topic: MS POWERPOINT, Long Answer Type Question No. 1(b).

b) Write the steps of database creation.

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

c) Describe how charts are created in Excel. What are legends in Excel?

See Topic: MS EXCEL, Long Answer Type Question No. 1(b) & 2(c).

8. a) What is hyperlink? What is lookup wizard? Describe the relationship creation between tables.

1st part: See Topic: MISCELLANEOUS, Short Answer Type Question No. 2(b).

2nd part: See Topic: MS POWERPOINT, Short Answer Type Question No. 3.

3rd part: See Topic: MS ACCESS, Short Answer Type Question No. 1(a).

b) What is duplicate query and unmatched query? What is pivot table? Explain its features.

1st part: See Topic: MS ACCESS, Short Answer Type Question No. 1(b).

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2nd part: See Topic: MS EXCEL, Long Answer Type Question No. 1(c).

9. a) What is the default size of recycle bin?
- b) Write down the differences between CUI and GUI.
- c) What is warm booting and cold booting?
- d) What is an operating system? What are its different features?
- e) What is the use of "Control Panel" icon in MS-Windows? Write down at least two features of "Control Panel."

- a) See Topic: MISCELLANEOUS, Long Answer Type Question No. 3(d).
- b) See Topic: MISCELLANEOUS, Long Answer Type Question No. 3(b).
- c) See Topic: MISCELLANEOUS, Long Answer Type Question No. 3(e).
- d) See Topic: MISCELLANEOUS, Long Answer Type Question No. 3(a).
- e) See Topic: MISCELLANEOUS, Long Answer Type Question No. 3(c).

10. a) Write down the characteristics of Windows 98.

b) What is USB?

c) What is a Chart in Excel?

d) Write a short note about My Computer.

a) See Topic: MS WINDOWS, Question No. 1(a) of Long Answer Type Questions.

b) See Topic: MISCELLANEOUS, Short Answer Type Question No. 9.

c) See Topic: MS EXCEL, Question No. 2 of Short Answer Type Questions.

d) See Topic: MS WINDOWS, Question No. 1(b) of Long Answer Type Questions.

11. a) What is Validation Checking? Write the step to create a Validation Checking.

b) What is a Pivot Table and Pivot Chart? It is under which menu?

c) Write down the steps to create a pivot Table and what are the uses of this kind of table?

a) See Topic: MS WORD, Short Answer Type Question No. 5.

b) See Topic: MS EXCEL, Question No. 3 of Short Answer Type Questions.

c) See Topic: MS EXCEL, Question No. 3 of Short Answer Type Questions.