

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
- b) Hypertext Markdown Language
- c) Hypertext Market Literature
- ✓ 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
c) bridge between user and computer hardware
b) system software
✓d) all of these
- x) OLE stands for
a) Object Locking Environment
c) Object Latch Environment
b) Object Linking 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.