

Question 1*Fill in the blanks:*

1. The physical components of a computer are termed as -----.
2. ----- controls hardware components of a computer.
3. MSWord provides a feature ----- which is used to search a word and replace it.
4. ----- is used to colour the background behind the selected text or paragraph.
5. The ----- is an outline given to a page or a paragraph to make the content more attractive.
6. ----- are some text or graphics that are usually printed at the top and bottom of every page in a document.
7. Word art text can be rotated through an angle of ----- degrees.
8. The shortcut key to insert a new slide is -----.
9. ----- is a global system of inter-connected computer networks.
10. ----- is a television set that is integrated with internet and web features. [10]

Question 2

1. What is a software? [2]
2. What is an Assembler? [2]
3. Name the following System software's used to [2]
 - a) transfer a program from secondary storage device to the primary storage device.
 - b) provide a platform where a program can be edited
4. Define the following: [12]
 - a) Back up
 - b) Booting
 - c) Scanning
 - d) Virus
 - e) Disk Defragmentation
 - f) customised software

Question 3

1. What are the different types of special tools used in word? [1]
2. Write down the steps to use a format painter. [2]
3. How can you apply same formatting multiple times? [1]
4. What is the method to deactivate format painter. [1]
5. Name the tab and button used to insert Word art text. [1]
6. Name the following [2]
 - a) Button used to represent text below the normal line.
 - b) Option used in representing mathematical formulae.

7. What are the two types of page orientation in Word?
8. Write down the steps to change page orientation.
9. Write down the names of four different margins in MSWord.
10. Write down the name of the tab, group and tool used to apply border to a paragraph

Question 4

1. What is a slide?
2. Write down all the options available on Quick Access tool bar.
3. What is a Ribbon in MS PowerPoint?
4. Write down the name of the basic task in the Backstage view to do the following:
 - a) to display information about a file
 - b) to work on a blank presentation
 - c) To open an existing file.
 - d) to save an existing file
 - e) to display print preview
 - f) to close file after presentation view
5. What are the different types of background styles in MS PowerPoint?
6. Write down the steps to insert a shape in a slide.
7. Name the following:
 - a) Graphic art or predefine image
 - b) Default extension of a PowerPoint file .
 - c) a task oriented graphical user interface.
 - d) a full page view that provides information about the current file.
 - e) Four basic shapes

Question 5

1. Write down the names of devices used to access Internet facility.
2. Define the following Internet terms.
 - a) Modem
 - b) ISP
 - c) HTML
 - d) HTTP
 - e) E-mail
3. Write down the names of the following:
 - a) A software that acts as a safeguard tool for a computer
 - b) Two ways to connect to the Internet
 - c) a popular online free social networking website.
 - d) a chatting mobile app.
 - e) an Internet service used to conduct interviews
 - f) Rule or guide lines to be followed while accessing Internet