Paper Basic
Dec 2022

Time 3hrs   MM 100

Shorts answer Question (Any Ten)
1. Write an three output and input device
2. What is control panel?
3. How many tools display in paint toolbar?
4. What is extension of paint file?
5. How we can restore a file from recycle bin?
6. What is operating system?
7. How much component display in control panel? (Write any five)
8. What is the function of copy command in computer?
9. How many type windows?
10. How you can set a screen saver in Window?
11. What is Compact Disc?
12. What is a folder? How we can create a folder?
13. How many type of computer?
14. What is screen saver? How we can set the screen saver in computer?

                                                                10x3=30

MS-Word(Any Four)
1. What is the function of Label? How we can set the label?
2. What is mail merge? Explain the steps?
3. How we can set the label in MS Word?
4. What are functions of page Border, bullet and numbering in MS word?
5. What is page setup? How we can set the margin?

                                                                5x4=2
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MS-Excel(Any Four)
1. What are the uses of conditional formatting?
2. What is function of LOOKUP Formula?
3. How you can insert the worksheet in excel?
4. How we can insert the ID card data in Word Label? Write the step
5. What is Function of Validation?

                                                                5x4=20

Power point (Any Four)
1. How you can make the animation in power point?
2. How you can set the action button in power point?
3. How many slide in page layout?
4. How we can make slide transition?
5. What is function of rehearse timing in power point?

                                                                5x4=20

True and false

1. We can open the jpg file in paint.
2. Alt+W use of restart the computer
3. Ms-Word is a part of Ms Office.
4. We can make animation in MS-word.
5. We can work in ms-word only in one Page.
6. We can make change the date in computer.
7. We can insert the slide in Ms Power point.
8. We can make spread sheet in excel.
9. Xls Extension of Excel file.
10. Alt+F4 use for close the file.

10