This Question Paper consists of **15** questions and **4** printed pages.

Roll No. | | | | | | | | | | | | |

Code No. **64/VOC/O**

Set - A

COMPUTER APPLICATIONS IN OFFICE
(413)

Day and Date of Examination _____

Signature of Invigilators 1. _____

2. _____

General Instructions :

1. Candidate must write his/her Roll Number on the first page of the Question Paper.

2. Please check the Question Paper to verify that the total pages and total number of questions contained in the question paper are the same as those printed on the top of the first page. Also check to see that the questions are in sequential order.

3. Making any identification mark in the answer-book or writing Roll Number anywhere other than the specified places will lead to disqualification of the candidate.

4. Write your Question Paper Code No. **64/VOC/O**, Set **A** on the answer-book.

COMPUTER APPLICATIONS IN OFFICE

(413)

*Time allowed : **2** Hours]* *[Maximum Marks : **30***

Note : ***All*** *questions are* ***compulsory*** *and carry marks as indicated against each questions.*

1. (a) What do you understand by the following in a Word document ? *2*

(i) Primary Memory

(ii) Taskbar

(iii) Moving a Window

(iv) Folder

(b) Differentiate between Copying and Moving Text. *1*

2. (a) How do you name a Worksheet ? *1*

(b) How do you copy a formula in a Cell in a Worksheet ? *1*

(c) How do you perform the following in a Worksheet ? *1*

3. What do you understand by Presentation ? What are the two different types of presentations ? *3*

4. Define Computer Virus. How do you diagnose a Virus ? How do you prevent a Virus ? *3*

5. Define the following terms : *2*

(a) Star Button

(b) File

(c) Media Player

(d) Scroll Bar

6. What is Internet ? What are the features of Internet ? *2*

7. What you can do with an E-mail ? *2*

8. Give any two examples of input devices. *1*

9. What is the use of Wallpaper ? *1*

10. Write the full form of VDU. *1*

11. What do understand by transition ? *1*

12. What do you understand by applying an Animation to a slide ? *1*

13. How do you insert a Video file in a slide ? *1*

14. What are the components in Multimedia ? *1*

15. (a) What is the purpose of Mailmerge ? How do you create Data Source using Mailmerge ? *2*

(b) How do you perform the following operations on a Word document ? *3*

(i) Opening a file

(ii) Header and Footer

(iii) Apply Font

(iv) Insert Table

(v) Apply Tab stops

(vi) Insert Page number