



**Q.1. B. Answer in one Sentence (Any 5) (10)**

1. Define Mouse
2. Name three parts of Insert toolbar
3. Name three formulas from Excel
4. Name parts of CPU
5. Full form of GB
6. Full form of MB
7. Define Monitor

**Q. 2) Write Short Note (Any 4) (20)**

- 1 Header and Footer in MS Word
- 2 Page Set up option in MS Word
- 3 Printer
- 4 Scanner
- 5 Keyboard
- 6 Memory

**Q. 3) Answer the following question in 150 words. (any 3) (30)**

- 1 Define Computer? Write down the characteristics of the computer.
- 2 Explain Page Layout tab in MS word
- 3 Explain Steps in creating new document in MS Word
- 4 Discuss what storage units are. What are the types of storage units? Describe the characteristics of the storage units
- 5 Discuss what volatile and non-volatile memory is.

**Q. 4) Answer the following question in 300 words. (any 2) (30)**

- 1 What are the uses of Microsoft Word?
- 2 Explain Formula toolbar in MS Excel
- 3 What are the uses of Microsoft PowerPoint?
- 4 Explain Insert Tab in MS word

-----