

2004

Time : 3 Hours

Full Marks :75

Candidate are required to give their answers in their own words
as far as practicable.

Answer any **Five** questions.

Question no.1 is compulsory

All Questions have equal marks.

Q.1 Explain the following terms in brief :-

- a) Screen Saver b) Minimize Button
- c) Scroll Bar d) Command Button

[1]

[Turn-over]

- e) Application Window
- f) E-mail
- g) Cut and Paste
- h) Spelling checker
- i) tool Box
- j) Option Button

Q.2 What are the accessories available in Ms-Windows? Describe in brief the facilities in one of them.

Q.3 What is mail merge? What are the advantages in making mail merge? How it is achieve?

Q.4 How do you draw charts using chart wizard in a window based spread sheet ? How will you resize?

Q.5 What are the advanced features of AUTOCAD? How it helps in drawing the plan of a building?

Q.6 Describe and explain the use of package, the word perfect. How editing, formatting, font size and shape, page layout and various other facilities are used in word perfect?

[2]

[Continued]

Q.7 Explain the following terms:-

- a) Section and Slice
- b) Difference between chamfer and filler

Q.8 How Indian language fonts are created which software is used for the creation of Indian language fonts? Indian language fonts are not very popular why?

Q.9 Write notes on any two of the following:-

- a) Laser Printer
- b) Ms Access
- c) Robo CAD

[3]
