

2005

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) Task Bar | b) Internet |
| c) Font size | d) Page setup |

[1]

[Turn-over]

- e) Print Preview
- f) Auto correct
- g) Spelling checker
- h) Option Button
- i) Find and Replace
- j) Header and Footer

Q.2 Explain power point. Write the steps for preparing a power point presentation.

Q.3 What is Micro? What are the different ways to create a macro and what are its benefits?

Q.4 What is Page-maker? Write some of its important features. How is it different from Ms-word?

Q.5 What is AUTO CAD? Explain its important features. What are the hardware requirements of CAD?

Q.6 Explain the following AUTO CAD commands:-

- a) Array
- b) Rectangle
- c) Mirror
- d) Expend
- e) Offset

Q.7 What is spreadsheet? Explain it with reference to some window based package.

Q.8 Explain the GUI characteristics of WINDOWS.

Q.9 Explain the CAD. Enumerate the benefits of AUTOCAD

Q.10 Write short notes on any two of the following:-

- a) Ms-Excel
- b) Robo CAD
- c) DTP
- d) Formatting Features of Ms-word.

[3]

[2]

[Continued]
