

- c) Laser Printer d) Robo CAD

2006

Q.10 Illustrate the different between export and import function with example.

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.

[4]

Q.1 Explain the following terms in brief :-

- i) Tool Box ii) Scroll Bar
iii) E-mail iv) Option Button

[1]

[Turn-over]

- v) Cut and Paste
- vi) Screen Saver
- vii) Application Window
- viii) Spelling Checker
- ix) Command Button
- x) Minimize Button

Q.2 How do you draw charts using chart wizard in a window based spreadsheet? How editing of chart type, pattern, text font are done will you resize.

- Q.3
- a) Explain difference between copy and copy clip command.
 - b) Explain difference between chamfer and filler.
 - c) Explain difference between section and slice.

[2]

[Continued]

Q.4 How Indian languages fonts are created? Which software is used for the creation of Indian language fonts? Indian language fonts are not very popular. Why?

Q.5 What are the various accessories available in Microsoft windows? Describe the facilities available in one of them.

Q.6 What are the advanced features of AUTOCAD? How it helps in drawing the plan of a building.

Q.7 What is Mail merge? What are the advantages in making mail merge? How it is achieved?

Q.8 Describe and explain the use of package word perfect. How editing, formatting, font size and shape, page layout and various other facilities are used in word perfect?

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

- a) Ms-Excel
- b) Page Maker

[3]

[Turn-over]