

**2007**

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) Tool Bar                      b) Pop-up Windows

c) Status Bar                    d) Page Setup

[1]

[Turn-over]

- e) Comb
- f) Find and Replace
- g) Paste Script
- i) Title Bar
- j) Spelling Checker.

Q.2 What are various types of printers used in DTP. What are their advantages and disadvantages?

Q.3 What is AUTOCAD? For which purpose it is used? Explain its features in details?

Q.4 What are differences between Microsoft Word and PageMaker? Explain in details.

Q.5 What are various types of graphics packages? Explain each with their advantages and disadvantages.

Q.6 What is a table in Microsoft Word? How does it help in formatting a document. Describe different properties of a table?

Q.7 What are different types of formatting tools available in PageMaker? Explain.

Q.8 How a building plan will be created using AUTOCAD? Explain each step.

Q.9 What are different types of charts available in MS-Excel? Explain each.

Q.10 How data for a mail merge document is created? Explain in detail.

[3]

\*\*\*\*\*

[2]

[Continued]