

Q.7 What is Mail Merge? How is achieved under Ms-Word?

Q.8 a) What is Auto CAD? State main features of this package.

b) Give step to achieve any design plan Auto CAD.

Q.9 Name working tools available under notepad. Explain use and working of each of them.

Q.10 Write short notes on any four:-

- i) Text Formatting ii) Table Editor
iii) DTP iv) Excel Function
v) Worksheet

[4]

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1998

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 a) what is windows working environment? State its advantages.

b) Explain the following terms in brief:

- a. Icon b. Tool-Bar.

[1]

[Turn-over]

c. Clip-Board d. File Manager

- Q.2
- a) What do you understand by application software? Name word processing package under windows environment.
 - b) Explain the following terms :-
 - i) Tab
 - ii) Indent
 - iii) Alignment
 - iv) Page Layout

Q.3. Explain the use of following in Excel:-

- i) Series
- ii) Macro
- iii) Chart Wizard
- iv) Formula Bar

[2]

[Continued]

Q.4

- a) Explain Excel as a Database Handle.
- b) Give command to :-
 - i) Create non-continuous range.
 - ii) Copy file content
 - iii) Short Database
 - iv) Auto –Format

Q.5

Explain importing and formatting text under page maker.

Q.6

Explain the use of following shortcut keys in page maker and steps to achieve the same using menu option:-

- i) Ctrl + T
- ii) Ctrl + S
- iii) Ctrl + I
- iv) Ctrl + N
- v) Ctrl + D

[3]

[Turn-over]

