FY/ A/f

oct - 2008

CODE : EUROPIUM

IT - I

Time : 2 Hrs.   Marks : 60

Q.1   Write answers to the following terms in two to treee Sentences?   15

    1) What is Impact printers and non-impact printers.

    2) List Date and time functions in ms-Excel

    3) What is hanging Indent

    4) Step for Formula BAR off / on.

    5) What is columngraph

    6) What is outline pane in ms-powerpoint

    7) Write step to delete a slide

    8) Write step to run a macro

    9) Define Font

    10) List the different alignment of text possle in ms-word.

    11) What is subscript and superscript

    12) What is word count in ms-word

    13) What is Right Indent.

    14) Write step to sort a table.

    15) To insert page numbers in document.

Q.2 a) Explain balance sheet and configuring a Balance sheet?   08

    b) Explain configuration of profit and loss account   07

OR

Q.2   Explain Insert menu and Table menu with 7 options and uses of each option   15

Q.3   Draw Block diagram of the computer and Explain it's components and operation of CPU   15

OR

Q.3 a) Write down the differance between Impact and Non-impact printers.   08

    b) Write note on Unix operating system.   07

Q.4 a) Explain types of computers on the basis of size (any 4 tyeps)   08

    b) Explain 2nd generation of computers.   07

OR

Q.4 a) What is mailmerge? What are the steps for creating a mailmerge letter document   08

    b) Write note on Thermal printers.   07