TIME :   MARKS : 60

N.B. : 1) All questions are compulsory.
2) Figures to the right indicate marks assigned to the question.

Q.1   Given Answer to the following in 2 to 3 lines   15
1) What is contravoucher in Tally give its shortcut key.
2) Define credit Transactions
3) List the three areas of the opening screen of Tally and Define Gateway of Tally
4) Define Hardware and software?
5) Define worksheet, workBook and Cell.
6) What is piegraph?
7) What is UPPER Text function in MS-Excel give example and syntax?
8) Define SQRT - funn is MS-Excel with syntax & example?
9) List Text functions in Ms-Excel?
10) Define short cut keys for UNDO and REDO functions and another way to use these functions.
11) List the view menu options of a MS-word document (any 5 options)
12) What are the function keys of a keyboard
13) What is ALU and FPU in a CPU?
14) What are super computers; write shortly?
15) What is voucher write in oneline?

Q.2   Explain primay memory? Write note on Floppy Disk and CD-ROM?   15

OR

Q.2   Explain following :-   15
1) Creating a Company in Tally
2) Selecting a company
3) Shutting a company
4) Altering and modifying a company
5) configuring a company

Q.3 a) Explain Dos and Unix operating systems   08
b) Explain the Machinecycle of the CPU and components of CPU?   07

OR

Q.3   Explain following   15
1) Mailmerge
2) Dropcap
3) Theasurus.

Q.4 a) What is non-impact printes and write down about LASER Printers?   08
b) Explain plotters   07

OR

Q.4   Write short notes on any three   15
a) Worksheet in Excel, Superscript and Subscript
b) Creating and configuring a Company
c) operating system features and classificatioin of operting system.
d) Piechart and Bargraph