

Computer Application

Duration: 2 hrs.

Max. Marks 100
Min. Pass Marks 40

Instructions:

- The question paper is divided in three units. Each unit carries an internal choice.
 - Attempt two questions from each unit.
 - Last question must be solved in each unit.
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Unit – I (MS-word)

- (1)- Prepare a question with multilevel bullets. Marks - 20
- (2)-Answer the following question:- Marks - 20
Hyperlink Bookmark
- (3)-Create Index. Marks - 10

Unit – II (MS-excel)

- (1)-Explain following command. Marks - 20
Scenarios manager
- (2)-Shortcut Keys..... Marks - 20
Hyperlink Spelling check Copy Paste
Redo Find
- (3)-Define the following command. Marks – 10
Data Tables

Unit – III (MS PowerPoint)

- (1)-Explain following command. Marks - 20
Text direction Table
- (2)-Side Number Bullets & Numbering Marks – 20
Slide Transaction
- (3)-Create a Presentation with Action Button and apply custom animation. (Minimum 3 Slides) Marks - 20