Duration : 2 Hours   Max. Marks : 60

Instructions :
1.   Figures to the right indicate maximum marks
2.   Start each new question on a fresh page

Q1. Write a short note on (any 3)   (3x4 =12 MKS)
   a.   Information and its need
   b.   Representation of character data in a computer
   c.   Formatting styles in Word
   d.   Types of Cell Referencing in Excel
   e.   Important features of PowerPoint
   f.   Internet and its Role in our daily lives

Q2. Answer the following questions   (any two)   (2x6=12 MKS)
   a.   Explain with a neat diagram the different parts of a computer and their functions
   b.   Why do computers need an Operating System? Give examples of some of the commonly used operating systems. Explain the functions of an OS.
   c.   Explain the role of IT in any one of the following areas
            (i) Business   (ii) Public Services

Q3. Answer the following questions   (any two)   (2x6=12 MKS)
   a.   What are the different types drawing objects available in MS Word? Explain how these objects can be added in a document.
   b.   What is the use of Mail Merge feature in MS Word? Explain the different components of Mail Merge.
   c.   Write a note on the following features in MS Excel:
            (i) Name box and formula bar   (ii) Worksheet and Workbook

Q4. Answer the following questions   (any two)   (2x6=12 MKS)
   a.   What is the advantage of using Functions in MS Excel? Explain the various parts of a Function. Explain any 3 categories of Excel Functions with an example
   b.   Explain in detail the different screen layout views available in MS PowerPoint.
   c.   What is the role played by multimedia in a presentation? Explain the steps involved in adding Animations to a presentation.

Q5. Answer the following questions   (any two)   (2x6=12 MKS)
   a.   What is the need for an IP Address? Explain the use of Public and Private IP addresses.
   b.   Explain the working of World Wide Web. Write a note on various components of World Wide Web.
   c.   What is the role of a Protocol in a network? Explain any 2 protocols used by the World Wide Web..