



AAJ-003-038205

Seat No. _____

B. VOC. MLMDT (Sem. II) (CBCS) Examination

April / May – 2016

GMLMDT - 2.5 : Basic computer skills

(New Course)

Faculty Code : 003

Subject Code : 038205

Time : $2\frac{1}{2}$ Hours]

[Total Marks : 70

- Instructions :**
- (1) Question no.1 contains 20 M.C.Q.
 - (2) Q.2 (a) (b) and Q.3 (a) (b) contains 6 questions out of it students have to attend.
 - (3) Que.2 (c) and 3 (c) Contains 5 Question out of it students have to attend 2.

1 Attempt all multiple choice questions M.C.Q. 20

- (1) What is portrait and landscape in page setup in MS Word?
 - (A) Margins
 - (B) Orientation
 - (C) Size
 - (D) Columns
- (2) Which short cut key is used for check the spelling & grammar in document file?
 - (A) F1
 - (B) F4
 - (C) F2
 - (D) F7
- (3) How many types of alignments are available in MS Word for Paragraph?
 - (A) 2
 - (B) 3
 - (C) 4
 - (D) 5
- (4) Which effect is opposite of the Undo in Word document?
 - (A) Erase
 - (B) Clear
 - (C) Paste
 - (D) Redo
- (5) How many types of alignments are available in table cell of word document?
 - (A) 9
 - (B) 6
 - (C) 4
 - (D) 3

- (6) To join two or more cell in table is known as
 (A) Split Cells (B) Merge Cells
 (C) Mail Merge (D) (A) & (B) both
- (7) Minimize, Maximize and Close button is the part of
 (A) Menu Button (B) Restore Button
 (C) Office Button (D) Control Button
- (8) Which Short-Cut key is used for Cut in Word document?
 (A) Ctrl + C (B) Ctrl + X
 (C) Ctrl + V (D) Ctrl + P
- (9) What is used to illustrate and compare data level in graphical format in MS Word?
 (A) Shapes (B) Table
 (C) SmartArt (D) Chart
- (10) Which short cut key is used for make a chart of selected data?
 (A) F2 (B) F11
 (C) F4 (D) F12
- (11) How many worksheet are available in one workbook of excel?
 (A) 2 (B) 3
 (C) 4 (D) 5
- (12) What is the Short cut key for line break in one cell?
 (A) Ctrl + Enter (B) Alt + Enter
 (C) Shift + Enter (D) Space + Enter
- (13) Which option is used to make first row or column static at scroll time?
 (A) Sort (B) Freeze Panes
 (C) Merge (D) Filter
- (14) Excel file is known as...
 (A) Document File (B) Worksheet
 (C) Workbook (D) Notebook
- (15) Which attribute is used to change font in web page?
 (A) Font (B) Text
 (C) Face (D) Style
- (16) Which attribute is specifies, how many times marquee scrolling?
 (A) Direction (B) Loop
 (C) Behavior (D) Scrollamount

- (17) Which option is used to create automatic background design in all slide?
- (A) Insert (B) Animations
(C) View (D) Design
- (18) How many types of transition speed are available in Power Point Presentation?
- (A) 2 (B) 3
(C) 4 (D) 5
- (19) Which short cut key is used to insert new slide in the presentation?
- (A) Ctrl + M (B) Alt + M
(C) Ctrl + N (D) None of these
- (20) How many attributes are available in elements?
- (A) 2 (B) 3
(C) 4 (D) 5

- 2** (a) Answer the following questions. (Any Three) **6**
- (1) Explain Mail Merge in detail.
 - (2) How to start and navigate your presentation show ?
 - (3) Explain heading tag with attribute in html.
 - (4) How to insert a sound during transition?
 - (5) Explain about formula and function in Excel.
 - (6) Explain Input tag.
- (b) Answer the following questions. (Any Three) **9**
- (1) Explain the different direction of Marquee.
 - (2) Write about <sup> and <sub> with an example.
 - (3) What is Find & Replace?
 - (4) Explain Sub tag of table.
 - (5) Explain Rows and Columns in excel.
 - (6) What is Hyperlink?
- (c) Answer the following questions. (Any Two) **10**
- (1) Explain about Spell Check facility in M. S. Office.
 - (2) Explain Insert Menu.
 - (3) Write about Calculation Operators in Excel.
 - (4) Explain <HR> element with its attributes.
 - (5) Explain about Anchor tag.

- 3** (a) Answer the following questions. (Any Three) **6**
- (1) How to run a Spelling and Grammar check in presentation?
 - (2) Explain behavior attribute in marquee.
 - (3) Write about <A> tag and its attribute?
 - (4) Write about conditional function in Excel.
 - (5) What is Header & Footer?
 - (6) Explain body tag with its attributes.
- (b) Answer the following questions. (Any Three) **9**
- (1) How to insert a graph in presentation slide?
 - (2) Explain different buttons in HTML.
 - (3) What is caption tag? Explain.
 - (4) Explain Checkbox with it related attributes.
 - (5) What is Loop attribute in Marquee tag?
 - (6) Explain basic formatting tag.
- (c) Answer the following questions. (Any Two) **10**
- (1) Explain different function and formula for addition with an example in excel.
 - (2) How do you put a video clip onto PowerPoint Slide?
 - (3) What is Marquee? Explain in detail.
 - (4) Write about Font tag and its attribute.
 - (5) Explain different input's type.
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