P. G. D. H. M. (Sem. I) (CBCS) Examination

November / December – 2017

Computer & Information System

Faculty Code : 010
Subject Code : 002112

Time : $2\frac{1}{2}$ Hours]　　　　　　　　　　　　[Total Marks : **70**

Instructions : (1) Attempt all questions.

(2) Each question carries equal marks.

1 Answer the following questions : (any **seven**) 14

(1) Write a shortcut key for print entries page in MS-word.

(2) Write a full form of www.

(3) Computer language that encodes the information an must web pages using HTML?

(4) Http means?

(5) Write a shortcut key for adding symbols in equation.

(6) Write any three search engines.

(7) Write a shortcut key for selecting entries worksheet.

(8) Write a shortcut key for changing sheet 1 to sheet 2 in MS-excel.

(9) Write a shortcut key for close the entries worksheet.

2 Explain how to use E-mail? 14

OR

2 Explain file new in MS-word. 14

3 Explain find and replace in MS-word. 14

OR

3 Explain Insert Menu in Ms-PowerPoint. 14

4   How many attains in format menu? Explain any one.   **14**

<div align="center">OR</div>

4   Explain why use of Internet?   **14**

5   Explain operating system and its function.   **14**

<div align="center">OR</div>

5   Explain following terms :   **14**
    (a) Task pant
    (b) Header and footer
    (c) Ruler.

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