



**PBF-010-1021006** Seat No. \_\_\_\_\_

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

**November / December - 2018**

**Computer and Information System**

**Faculty Code : 010**

**Subject Code : 1021006**

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) Http means ?
  - (2) Write a shortcut key for move between two or more open excel files.
  - (3) Write a shortcut key for Insert link in MS-excel.
  - (4) Write the full form of ISP.
  - (5) Write a shortcut key for close document.
  - (6) Write a shortcut key for insert new worksheet in MS-Excel.
  - (7) Write full form of www.
  - (8) Write a shortcut key for forward to an email.
  - (9) Write a shortcut key for change the font.

- 2 Write a note on search engines. 14

**OR**

- 2 What is internet ? Explain its use. 14

- 3 Explain Operating system. Give the function of operating system. 14

**OR**

- 3 Explain any two menu in MS-Word. 14

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

**OR**

4 Explain how to use E-mail. 14

5 Explain MS-Power Point. 14

**OR**

5 Explain the following terms : 14

- (1) Auto shape menu
- (2) Header and footer
- (3) Date and Time
- (4) Book Mark
- (5) Symbol.

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