



JBC-010-1021006 Seat No. _____

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

December - 2019

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

2 Write a note on search Engines. **14**

OR

2 What is Internet? Explain its uses. **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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