

**Model Paper “Business Application
(MS-Word, Excel, Power Point 2010, Internet)”
For DIT Semester-I
Annual Examination 2016 & Onward
OBJECTIVE
(PART-A)**

Roll No: _____

Time: 30Minutes

Marks: 20

Note: This part is compulsory. It should be attempted on question paper and returned to the supervisory staff after the prescribed time. Cutting overwriting and use of led pencil is not allowed. Supervisory staff is required to attach it with the answer book.

Q.1: Choose the correct answer and encircle it.

1x20=20

1. Which can be used for quick access to commonly used commands and tools?
a. Status bar b. Tool bar c. Menu bar d. Title bar
2. AutoCorrect was originally designed to replace _____ words as you type.
a. short, repetitive b. grammatically incorrect c. misspelled d. none of the above
2. Home Key.
a. Moves the cursor beginning of the document
b. Moves the cursor beginning of the paragraph
c. Moves the cursor beginning of the screen
d. Moves the cursor beginning of the line
4. “Ctrl + Left Arrow” is used to
a. Moves the cursor beginning of the Line
b. Moves the cursor one word left
c. Moves the cursor one paragraph up
d. Moves the cursor one paragraph down
5. Which of the following is not a font style?
a. Bold b. Italics c. Regular d. Superscript
6. Ctrl + S.
a. Save Document with different name
b. Save Document with same name
c. Save Document and Close Word Application
d. Save Document and Print whole Pages
7. NOT, AND, OR and XOR are.
a. Logical Operators b. Arithmetic operators
c. Relational operators d. None of the above
8. If you want to have a blank line after the title in a worksheet, what is the best thing for you to do?
a. Re-format the spreadsheet b. Insert a row
c. Increase the column width d. Use the spacebar
9. In order to perform a calculation in a spreadsheet, you need to use a:
a. table b. formula c. field d. variable

10. You accidentally erased a record in the sheet. What command can be used to restore it immediately?
a. Insert b. Copy c. Undo d. Replace
11. Give me an example of a cell address.
a. 11 25 b. 911 c. 41A d. A21
12. Which is an example of a function?
a. = add (A1:A2) b. =A1+A2 c. =SUM (A1:A2) d. A1+A2
13. PowerPoint presentations are widely used as
a. note outlines for teachers b. project presentations by students
c. communication of planning d. All of above
14. A new presentation can be created from
a. Blank Presentation b. From Existing Presentation
c. From Design Template d. All of above
15. What feature will you use to apply motion effects in between a slide exits and another enters?
a. Slide Transition b. Slide Design
c. Animation Objects d. Animation Scheme
16. In which menu can you find features like Slide Design, Slide Layout etc.?
a. Insert Menu b. Format Menu c. Tools Menu d. Slide Show Menu
17. To add a header or footer to your handout, you can use
a. The title master b. The slide master
c. The handout master d. All of above
18. What is internet?
a) a single network b) a vast collection of different networks
c) interconnection of local area networks d) none of the mentioned
19. ISP exchanges internet traffic between their networks by
a) internet exchange point b) subscriber end point
c) ISP end point d) none of the mentioned
20. Which one of the following protocol is not used in internet?
a) HTTP b) DHCP c) DNS d) None of these

=====

**Model Paper “Business Application
(MS-Word, Excel, Power Point 2010, Internet)”
For DIT Semester-I
Annual Examination 2016 & Onward
SUBJECTIVE
(PART-B)**

Time: 2:30 Hours

Marks: 80

SECTION-I

Q. 1: Attempt any Twenty Five (25) Questions.

2x25 = 50

1. What is computer?
2. Describe Microsoft Word
3. Differentiate between tool bar & Formatting bar
4. What is icon?
5. What is header?
6. What is insertion point?
7. What is font?
8. Define zoom option
9. Define orientation of page
10. Write importance of bullets
11. What is paper margin?
12. What is alignment?
13. What is drop cap?
14. Define slide show
15. Differentiate between border and shading
16. Define Autocorrect
17. Define line spacing
18. Differentiate between Endnote & Footnote
19. What is print preview?
20. What is text box?
21. What is the function of scroll bar?
22. Define merge option in excel
23. What is home page of website?
24. What is pivot chart?
25. What is internet?
26. Define hyperlink
27. Define wrapping text
28. What is use of E-mail?
29. Define www
30. How can we insert a new worksheet in excel?
31. What is chart?
32. How can we insert a new row in excel?
33. What is animation?
34. Define slide show
35. How can add transition in presentation?
36. What is cell reference?
37. What is auto fill in MS Excel?

SECTION-II

Long Questions

Note: Attempt any three (3) questions.

3x10=30

- Q2. (a) Sketch the MS-WORD interface and label its parts.
(b) Write the features of Internet.
- Q3. Describe different bars of MS-WORD in detail
- Q4. Explain any three types of charts in MS-Excel
- Q5. Explain the Features of MS-POWER POINT
- Q6. In excel, describe following functions.
- i. Max ii. Min iii- Average iv- Sum
