

**MODEL PAPER “COMPUTER FOUNDATION”
FOR MATRIC VOCATIONAL (10TH CLASS)
EXAMINATION 2014 & ONWARD**

PART – A

OBJECTIVE

Marks: 08

Time Allowed: 20 Minutes

Note: This part is compulsory. It should be attempted on the question paper. Cutting, overwriting, use of lead pencil, rubber or ink remover is not allowed. Supervisory staff is requested to attach it with the answer book.

Q.1 Fill in the blanks. Attempt all questions.

(8x1 = 8)

- i. What stands for (WWW) _____
- ii. _____ is graphics software.
- iii. _____ is presentation software.
- iv. _____ allows you to create long, highly complex documents.
- v. _____ tools lets you draw single line segments and curves.
- vi. In _____ view you can arrange all pages in your document in one area.
- vii. _____ is a shortcut key of undo action.
- viii. _____ Aligns text to the top of the cell.

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PART – B

SUBJECTIVE

Marks: 22

Time Allowed: 1:10 hours

SECTION - I

Q.2 Attempt any six (6) questions.

(6x2 = 12)

- i. What is Bullets and Numbering?
- ii. Describe Microsoft Word.
- iii. What is Cell address?
- iv. What is a Spreadsheet?
- v. What is Website?
- vi. What are animations in Microsoft Power Point?
- vii. What is the purpose of knife tool?
- viii. How can remove a background in Corel Draw?

SECTION – II

Attempt any two questions.

(2x5=10)

Q.3 How we can create charts in MS-Excel?

Q.4 How to Insert, Delete and Rename Page in Corel Draw?

Q.5 What are tables in Microsoft Word? How can insert and delete Row or Column in a table?