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

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?