Time : 2 Hours   **COMPUTER APPLICATION**

Subject Code

V	2	3	3

Total No. of Questions : 5   **(Printed Pages : 3)**   **Maximum Marks : 50**

INSTRUCTIONS :   (*i*)   Answer each question on fresh page.

(*ii*)   Write the number of the questions and sub-questions clearly.

(*iii*)   *All* questions are compulsory.

(*iv*)   Figures to the right indicate full marks.

(*v*)   Draw diagrams wherever necessary.

1.   (A)   Choose the correct alternative and rewrite the statement :   1

(*i*)   In MS-Excel 2007 an active cell is highlighted in the form of ....

(1)   A dark wide border

(2)   Italic text

(3)   Dotted border

(4)   A blinking border

(B)   Answer the following in a Word *or* Phrase :   1

(*i*)   Name the default orientation of worksheet in MS-Excel 2007.

(C)   In MS-Excel 2007, explain the following terms :   3

(*a*)   Freeze Panes

(*b*)   Chart sheet

(*c*)   Range.

(D)   Explain any *five* methods of text alignment in MS-Excel 2007.   5

Or

Explain the steps to protect a workbook in MS-Excel 2007.

2. (A) Choose the *correct* alternative and rewrite the statement : 1

   (i) The shortcut key used in MS-PowerPoint 2007 to insert a new slide in the current presentation is ....

   (1) Ctrl + M

   (2) Ctrl + C

   (3) Ctrl + V

   (4) Ctrl + P

   (B) Answer the following in a Word *or* Phrase : 1

   (i) In MS-Access 2007 what does this "< >" operator for validation rule refers to.

   (C) Write down the steps to change the Orientation while printing the slide in MS-PowerPoint ? 3

   (D) Name and explain the different kinds of views available in MS-PowerPoint 2007 ? 5

3. (A) Choose the *correct* alternative and rewrite the statement : 1

   (i) The building blocks of rational database design in MS-Access 2007 are ....

   (1) Entities

   (2) Relation

   (3) Forms

   (4) Attributes

   (B) Answer the following in a Word *or* Phrase : 1

   (i) In the web address http://www.gbhsse.gov.in identify the domain name from the given web address.

   (C) Explain any *three* advantages of tally. 3

   (D) Write down the steps in detail to create new company in Tally. 5

   Or

   Write down the steps to create a Voucher entry in Tally.

4. (A) Answer the following in *one* sentence : 1

     (*i*) What is "Nominal Account" in Tally ?

(B) Write down the procedure to change the Row height in MS-Excel 2007. 2

(C) Write the difference between Merge cell and Split cell in MS-Excel 2007 ?

     2

(D) Mention the steps to rename a worksheet in MS-Excel 2007. 2

(E) What is form in MS-Access 2007 ? Give the steps to create a form. 3

5. (A) Answer the following in *one* sentence : 1

     (*i*) Which is the shortcut key to display company information in Tally ?

(B) State any *four* Primary groups in Tally. 2

(C) Mention the steps to display a detailed Profit & Loss A/c in Tally. 2

(D) Explain the following field types in MS-Access 2007 : 2

     (*i*) Text

     (*ii*) Memo

(E) As a customer what are the precautions to be taken while shopping on online portals. 3