

Subject Code : V-4234
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Subject : Computer Application (CWSN)
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HOLLOW CRAFT STICKER

SEAT NO.	BAR CODE
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Centre :

Seat No. (in fig.).....

(in words).....

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Candidate's Signature :

Supervisor's Signature with date :

Subject Code	V-4234
Subject	Computer Application (CWSN)
Date	2025-02-21

FOR OFFICE USE

Subject Code	
Subject	
Date	
Main Answer Book = 1	
Specific remarks of centre conductor regarding malpractices (in Red Ink)	

Examiner	Moderator	Chief Moderator
Total in Figures =	=	=
Total in Words		
Signature		
Apptt.No. :		

- Mobile Phones and other electronic gadgets are strictly prohibited inside the examination hall.
- Use of non-programmable calculator is allowed ONLY in some subjects.
- Writing in any form on the Hollow craft sticker and Bar code sticker is strictly prohibited.
- Only blue ink/ball pen is to be used for writing the answers. Black lead pencil may be used for drawing figures, diagrams and graphs. Use of any other colour pencil/pen is strictly prohibited.
- Disclosing of identify on the answer book (except in the space provided) in any form is strictly prohibited.
- Candidate should check that the printed seat number is correct and verify that the answer book has all pages serially numbered before filling all other details.

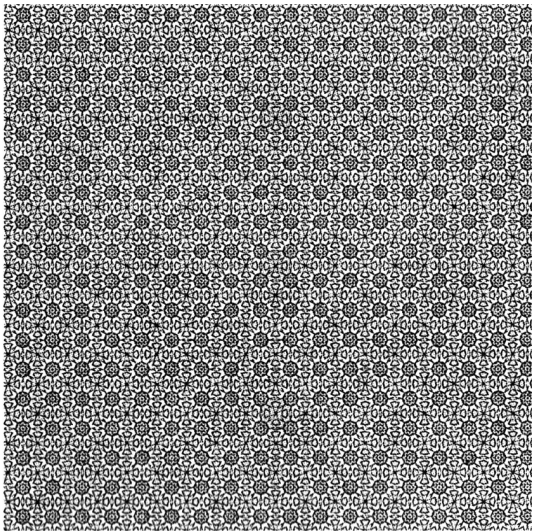
INSTRUCTIONS TO CANDIDATES

The Candidate shall

1. Produce the admission card on demand to competent authorities during the examination.
2. Enter the seat number and other particulars in the space provided on every main answer book and supplement.
3. Verify that the Block Supervisor has signed in the appropriate space on the main answer book and also the supplements.
4. Not be allowed to leave the examination hall during the first ONE HOUR and also the last TEN minutes of the examination.
5. Not damage/scribble the seat no./ barcode sticker.
6. Not indulge in any malpractice like.
 - Carrying written material into the examination hall.
 - Communicating in any manner with other candidates in the examination hall.
 - Passing slips of paper, answer book or supplements to other candidates.
 - Impersonating another candidates.
 - Attaching currency notes to the answer books.
 - Copying from another candidate or vice versa.
 - Leaving the examination hall without submitting answer book to the supervisor.
 - Using of coloured thread to tie answer books.
7. Abide by the rules of discipline.
8. Stop writing on the answer book after the ringing of the final bell.
9. Stick the hollow craft sticker on the main answer book as well as on the supplement after the final bell.
10. Not leave the seat till all answer books are collected and counted by the supervisor.

NOTE :

Candidate shall be liable for penalty imposed by the board for the violation of any or all of the above clauses.



Pg No.	Examiner	Moderator	Chief Moderator
03			
04 & 05			
06 & 07			
08 & 09			
10 & 11			
12 & 13			
14 & 15			
16			
TOTAL			
Total in words			
Apptt. No.			
Sign			
Verification			

2025 II 21

0930

Marks	E	M	CM	3
Pg. 3				

Time : 2 Hours

COMPUTER APPLICATION
(CWSN)

Subject Code

V	4	2	3	4
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Total No. of Questions : 42

(Printed Pages : 16)

Maximum Marks : 50

INSTRUCTIONS : (1) *All* questions are compulsory.

(2) There are *four* sections in the question paper (A, B, C & D).

(3) Section A contains **5** MCQs and 5 Match the pair questions of **1** mark each.

(4) Section B contains **5** questions to draw the symbols and **5** questions to be answered in *one* word or phrase of **1** mark each.

(5) Section C contains **10** questions which are to be answered in *one* sentence of **1** mark each.

(6) Section D contains **12** questions out of which only **10** are to be answered in *two* to *four* sentences each carry **2** marks.

(7) Figures to the right indicate marks allotted to each question.

(8) Answers are to be written in the spaces provided below each question on the question paper. No separate booklet will be provided, but extra pages are provided at the end of the question paper.

SECTION A

Fill in the blanks by choosing the appropriate words from the choices : 5

1. The horizontal block of cells in Excel worksheet is termed as

- Row
- Column
- Table
- Chart

Ans

2. In MS-Excel, the function that is used to multiply values from selected range is

- Average
- Product
- Sum
- Min

Ans

3. In MS-PowerPoint, the key to run the slide show is

- F1
- F8
- F5
- F12

Ans

Marks	E	M	CM
Pg. 4 & 5			

5

4. In MS-Access, the smallest piece of meaningful information in a file is called

- Field
- Table
- Key
- Forms

Ans

5. Customer is purchasing goods from Flipkart is an example of

- B2A model
- B2C model
- C2C model
- B2B model

Ans

Match the following and write the correct answer in the provided space : **5**

- | | |
|----------------|--------------------------------|
| 6. Formula | (a) extension of MS-PowerPoint |
| 7. N10 | (b) always begins with = sign |
| 8. Title slide | (c) large amount of text |
| 9. .pptx | (d) default layout |
| 10. Memo | (e) cell address |

6

- | | | |
|-----|-------------|-----------|
| 6. | Formula | Ans |
| 7. | N10 | Ans |
| 8. | Title slide | Ans |
| 9. | .pptx | Ans |
| 10. | Memo | Ans |

SECTION B

Draw the symbol for the following.

5

11. AutoSum in MS-Excel

12. Table in MS-Excel

13. Bold in MS-PowerPoint.

Marks	E	M	CM
Pg. 6 & 7			

7

14. Copy in MS-PowerPoint.

15. Primary Key in MS-Access.

Answer the following in a word or a phrase.

5

16. Name the term used for pages in MS-Excel.

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17. What is range in MS-Excel ?

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18. Name any *two* options from 'Font' group of MS-PowerPoint.

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19. Give any *two* key components used in relational database design.

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20. Write the term used for buying and selling of goods and services online.

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SECTION C

Answer the following questions in *one* sentence each.

10

21. What is merge cell in MS-Excel ?

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22. What is conditional formatting in MS-Excel ?

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23. Write the use of cell handle in MS-Excel.

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24. What is Custom Animation in MS-PowerPoint ?

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Marks	E	M	CM
Pg. 8 & 9			

9

25. Mention any *two* options available under ‘illustrations’ group in MS-PowerPoint.

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26. Write any *two* transition effects available in MS-PowerPoint.

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27. Write the full form of OLE.

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28. What is database in MS-Access ?

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29. What is E-ticketing ?

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30. Write any *one* disadvantage of online shopping.

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SECTION D

Answer any *ten* questions :

20

31. Explain any *two* alignments available in MS-Excel.

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32. Write the steps to delete column in MS-Excel.

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33. Write the steps to insert new worksheet in MS-Excel.

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34. State any *four* types of charts in MS-Excel.

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35. Explain any *two* slide views available in MS-PowerPoint.

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36. Write the procedure to insert ClipArt in MS-PowerPoint.

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37. Write the steps to save a PowerPoint presentation.

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Marks	E	M	CM
Pg. 12 & 13			

13

38. Write the steps to print PowerPoint presentation.

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39. Write the difference between Queries and Reports in MS-Access.

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40. Give the steps to create Form in MS-Access.

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41. Write any *four* advantages of E-banking.

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42. Explain any *two* features of E-Commerce.

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Marks	E	M	CM
Pg. 14 & 15			

15

Marks	E	M	CM
Pg. 16			

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