THE ANSWERS MUST BE ATTEMPTED ON THE ANSWER SHEET PROVIDED

Q.1.   Answer the following short questions: (15x2=30)

1. Explain the use of "REPLACE( )" function in MS Excel with the help of an example.
2. How are computer technologies being used by industries?
3. Why is the computer storage required?
4. What do you know about 2nd generation computers?
5. What do you mean by data processing?
6. What is the fundamental difference between data and programs?
7. Explain some important components of a window?
8. Explain IF-ELSE formula in MS Excel with example.
9. Why is software necessary in computer?
10. Write four hardware components attacned to motherboard?
11. Explain different views of presentation available in MS Powerpoint?
12. What is a storage device? What is its common classification?
13. What is page orientation in MS Word and its types?
14. What are some examples of communication devices?
15. What is a digital computer? Enlist two advantages of digital computers.

Q.2.   Answer the following questions.   (3x10=30)

1. How important are Computers in our society? List down some important uses and limitations of computers.

2. What is MS Powerpoint? Write a method of creating an effective presentation in MS Powerpoint?

3. Write down the procedure to create the table in MS Word with the help of an example. Also write how to change the table border style, border color, columns height and width.