



**Q.1. Give short answers of the following: (6x5=30)**

- i. Differentiate data and information with suitable example?
- ii. What are forms in MS Access? Also define the purpose of reports in MS Access?
- iii. What is Solid State Memory?
- iv. What is Solid Animation in MS PowerPoint? Explain with appropriate examples.
- v. What are input devices? Explain any two input devices?
- vi. What is Software? Explain its types in detail?

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

- i. What are types of computers? Explain in detail with examples.
- ii. Describe and explain IF – Else formula in MS Excel with example. Also write any two features of MS Access with their uses and applications?
- iii. Write down the steps to create a database in MS Access named Department with table name EMP with appropriate field names.