THE ANSWERS MUST BE ATTEMPTED ON THE ANSWER SHEET PROVIDED

Q.1.   Answer the following short questions.   (6x5=30)

a) How do you type, edit, and format text in MS Word?

b) How do you print worksheets in MS Excel?

c) How do you manage files and folders in Windows?

d) How do you prepare presentations using Power Point?

e) What are the basic units of personal computers and how do they work together?

f) Describe the history of computer development and highlight the major milestones that led to the current state of personal computers.

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

i.   Discuss how to create tables in World, including how to format cells, add rows and columns, and apply styles and themes.

ii.   Explain the basic feature of Microsoft Excel, including how to create and format worksheets, perform basic calculations, and create charts and graphs.

iii.   How can you add and edit text, images, charts, and other multimedia elements in a PowerPoint slide?