

(2)

(b) What is the shortcut key to add/insert new slide in the PowerPoint presentation ?

(i) ALT + N

(ii) CTRL + N

(iii) CTRL + SHIFT + N

(iv) None of the above

(c) Formula in Excel starts with :

(i) % (ii) =

(iii) + (iv) -

(d) What is the file extension of the MS Excel file ?

(i) .xls

(ii) .xlsx

(iii) Both (i) and (ii)

(iv) None of the above

(e) Who is the Father of C Language ?

(i) Bjarne Stroustrup

(ii) James A. Gosling

(iii) Dennis Ritchie

(iv) Dr. E. F. Codd

(f) What is the size of 'char' data type ?

(i) 1 Byte (ii) 5 Byte

(iii) 3 Byte (iv) 7 Byte

(3)

- (g) In function Parameter/Argument can be passed by :
- (i) Value
 - (ii) Pointer
 - (iii) Both (i) and (ii)
 - (iv) None of the above
- (h) Using the find command in word, we search :
- (i) Characters
 - (ii) Formats
 - (iii) Symbols
 - (iv) None of the above
- (i) The C language define fundamental data types.
- (i) 3
 - (ii) 4
 - (iii) 5
 - (iv) 6
- (j) Identifier name can not be started by :
- (i) Underscore
 - (ii) Digit
 - (iii) Both (i) and (ii)
 - (iv) None of the above

Answer any **two** parts from each question carries 14 marks.

2. (a) Explain the function of Tool bar in MS Word.

(4)

- (b) Explain the dial up connection and broadband connection.
 - (c) Explain the process of creating new presentation in MS PowerPoint.
3. (a) Explain the applications of Spreadsheet in detail.
- (b) What is a Table in MS Access ? Write a process to Create a Table.
 - (c) Explain the process of formatting and printing a worksheet.
4. (a) Explain the different types of Loops in C.
- (b) What are the different types of operators in C ?
 - (c) Explain the Exit Control Loop with the help of example.
5. (a) Explain in brief Pointers and Functions.
- (b) Explain the process of initialisation and declaration of pointers.
 - (c) What is Array ? Explain the use of Array in short.
6. (a) Write the process of opening a file in C.
- (b) Write a short note on Utility function.
 - (c) Write a program to count the number of words in a given file.