



- 2** Answer any **three** : **15**
- (a) Explain the following DOS commands and classify them as Internal or External command : (any **two**)
    - (1) Format
    - (2) Copy
    - (3) Label
    - (4) Tree.
  - (b) Explain Network neighborhood and Recycle bin.
  - (c) What is desktop ? Explain all the parts of desktop in detail.
  - (d) Write a note on Auto-text.
- 3** Answer following in brief :
- (a) What is mail merge ? Write detail note on mail merge. **10**
  - (b) Write a short note on Macro. **5**
- 4** Answer any **three** : **18**
- (a) What is a chart ? Define all the terms associated with a Chart.
  - (b) What is database ? Explain Sorting and filtering facility in Excel.
  - (c) Define presentation. Explain slide transition.
  - (d) Explain different view of PowerPoint.
- 5**
- (a) Write a note on application of internet. **6**
  - (b) Answer in brief any two : **6**
    - (i) Write note on IP address
    - (ii) Give full form of DNS, SMTP, POP.
    - (iii) Differentiate cut-paste and copy-paste.
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