

**Term End Examination - December, 2017**  
**Certificate in Soft Skills and IT Skills**  
**MS Office & Internet Applications**

Time - 3 hours

Full Mark - 100

*Answer any **four** questions from **Group - 'A'**, any **two** questions from **Group - 'B'** and any **three** questions from **Group - 'C'**.*

**Group - 'A'**

*(Answer any **four** questions each within 100 words)*

[Mark: 5 × 4= 20]

- Q. No. 1 (a) What are the options available in File tab or File menu in MS-Word?  
 (b) How to insert a symbol at a particular location in MS-Word?  
 (c) How to insert a page number in a PowerPoint presentation?  
 (d) Name the formulae available in an Excel worksheet?  
 (e) Define and differentiate between Internet and intranet  
 (f) What are the uses of MS-Excel?  
 (g) Write the procedure for change design of a PowerPoint slide?

**Group - 'B'**

*(Answer any **two** questions each within 250 words)*

Mark: 10 × 2= 20

- Q. No.2 (a) Why MS-Word is called a Word-processor? What are the uses of a Word processor?  
 (b) What are the uses of filter option in MS-Excel? How can you set filter?  
 (c) Write the options available in the Quick access Bar in MS-Word.  
 (d) Give some examples of popular social media.  
 (e) Write the steps to add a new slide and delete a slide in MS PowerPoint?

**Group - 'C'**

*(Answer any **three** questions each within 500 words)*

[Mark: 20 × 3= 60]

- Q.No.3. Discuss how to insert different items available in the Insert tab of MS-Excel.  
 Q.No.4. What is a ribbon and what are its components in MS Excel?  
 Q.No.5. What are the main components of PowerPoint presentation?  
 Q.No.6. Explain the options available in home tab and their uses in MS-Word.  
 Q.No.7. Discuss how Internet has changed our life? What are its side effects?  
 Q.No.8. Explain about the uses of the following items in MS-Word.

- i) Title Bar
- ii) Status Bar
- iii) Column bar
- iv) Mail Merge

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