**Time : 2 Hours**                                  **COMPUTER APPLICATION**

**Subject Code**

| V | 2 | 3 | 3 |

**Total No. of Questions : 5**      **(Printed Pages : 3)**      **Maximum Marks : 50**

*INSTRUCTIONS* :   (*i*)   Answer each question on fresh page.

(*ii*)   Write the number of the questions and sub-questions clearly.

(*iii*)  *All* questions are compulsory.

(*iv*)   Figures to the right indicate full marks.

(*v*)    Draw diagrams wherever necessary.

1.    (A)   Choose the correct alternative and rewrite the statement :            1

(*i*)    In MS-Excel 2007 an active cell is highlighted in the form of ...............

(1)    A dark wide border

(2)    Italic text

(3)    Dotted border

(4)    A blinking border

(B)   Answer the following in a Word *or* Phrase :                               1

(*i*)    Name the default orientation of worksheet in MS-Excel 2007.

(C)   In MS-Excel 2007, explain the following terms :                           3

(*a*)   Freeze Panes

(*b*)   Chart sheet

(*c*)   Range.

(D)   Explain any *five* methods of text alignment in MS-Excel 2007.          5

*Or*

Explain the steps to protect a workbook in MS-Excel 2007.

2. (A) Choose the *correct* alternative and rewrite the statement : 1

   (i) The shortcut key used in MS-PowerPoint 2007 to insert a new slide in the current presentation is ................

      (1) Ctrl + M

      (2) Ctrl + C

      (3) Ctrl + V

      (4) Ctrl + P

   (B) Answer the following in a Word *or* Phrase : 1

   (i) In MS-Access 2007 what does this "< >" operator for validation rule refers to.

   (C) Write down the steps to change the Orientation while printing the slide in MS-PowerPoint ? 3

   (D) Name and explain the different kinds of views available in MS-PowerPoint 2007 ? 5

3. (A) Choose the *correct* alternative and rewrite the statement : 1

   (i) The building blocks of rational database design in MS-Access 2007 are ..............

      (1) Entities

      (2) Relation

      (3) Forms

      (4) Attributes

   (B) Answer the following in a Word *or* Phrase : 1

   (i) In the web address http://www.gbhsse.gov.in identify the domain name from the given web address.

   (C) Explain any *three* advantages of tally. 3

   (D) Write down the steps in detail to create new company in Tally. 5

   *Or*

   Write down the steps to create a Voucher entry in Tally.

4.  (A)  Answer the following in *one* sentence : 1

   (*i*)  What is "Nominal Account" in Tally ?

   (B)  Write down the procedure to change the Row height in MS-Excel 2007. 2

   (C)  Write the difference between Merge cell and Split cell in MS-Excel 2007 ?

   2

   (D)  Mention the steps to rename a worksheet in MS-Excel 2007. 2

   (E)  What is form in MS-Access 2007 ? Give the steps to create a form. 3

5.  (A)  Answer the following in *one* sentence : 1

   (*i*)  Which is the shortcut key to display company information in Tally ?

   (B)  State any *four* Primary groups in Tally. 2

   (C)  Mention the steps to display a detailed Profit & Loss A/c in Tally. 2

   (D)  Explain the following field types in MS-Access 2007 : 2

   (*i*)  Text

   (*ii*)  Memo

   (E)  As a customer what are the precautions to be taken while shopping on online portals. 3