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SARDAR PATEL UNIVERSITY
M. SC. (HOME SCIENCE) 1ST SEMESTER EXAMINATION
(GENERAL, FRM, HD, TC)

Date : 12th DEC 2012, Wednesday

Time : 10:30am To 12:30pm

Session : Morning

Sub: Introduction to Computers

Course No : PH01CHSC01

Total marks : 35

Answer of all the questions (including multiple choice questions) should be written in the provided answer book only.

Q - 1 Multiple choice questions**[05]**

- i) What process should be used to recall a document saved previously?
 a) Copy b) Save c) Open d) Enter
- ii) Which of the following bar is not available in MS-Word?
 a) Toolbar b) Formula Bar c) Status Bar d) Menu Bar
- iii) The area formed by the intersection of a row and column is called the _____
 a) cell b) spreadsheet c) workbook d) excel
- iv) At the time of sending an e-mail to more person and I don't want to show one recipients id to other, which option I should use?
 a) BCC b) CC c) Attachment d) forward
- v) The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is.....
 a) B1-G10 b) B1.G10 c) B1;G10 d) B1:G10

Q - 2 Write any five**[10]**

- i) What is alignment? Write name of all types of alignment
 ii) What is Line spacing?
 iii) What is database?
 iv) What is first line indent?
 v) Define Search engine
 vi) Explain the slide transition facility
 vii) Define book and sheet.

Q - 3 Explain the views available in power point.**[04]****Q - 4 Explain SUM, MIN, MAX Function of MS Excel.****[06]****Q - 5 Write the steps to use the mail merge facility of Microsoft word.****[06]****Q - 6 Explain key word searching and the problem with key word searching.****[04]**

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