

Day : Friday
Date 28-01-2022

W-15216-2021

Time : 02:00 PM-03:30 PM
Max. Marks: 30

Date.

N.B.

- 1) Marks to the right indicate **FULL** marks carried by the question.
- 2) Draw figures where necessary.

Q.1 Answer **ANY SIX** of the following **06**

- a) Define Computer.
- b) The _____ is the most convenient way to find things on your computer.
- c) List any two uses of Microsoft word.
- d) How many steps can be undone in Microsoft excel
- e) One can type text directly into a PowerPoint presentation slide but typing in text box is more convenient (True or False)
- f) List any four search engines (active) since 2010.
- g) List any four social media chatting sites.
- h) POS?

Q.2 Answer **ANY THREE** of the following **12**

- a) What is Network Topology? List and explain any three network topologies.
- b) Give uses of
 - a) Column Heading
 - b) Address bar
 - c) Navigation Pane
 - d) Preview Pane
- c) Give Step by step process for inserting:
 - a) Header
 - b) Footer in word document.
- d) Differentiate between Slide Transition and Slide Animation.

Q.3 Answer **ANY THREE** of the following **12**

- a) Explain role of **Modem** in data transformation
- b) Explain the advantages of ERP.
- c) Give step by step procedure of making KOT on POS – Shawman.
- d) Give step by step procedure for group booking on PMS- Shawman.
- e) Write short note on Human Resource Management System.

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