

## Instructions:-

- Answer **all questions** in Part I.
- Answer only **two** questions from Part II.
- Begin every answer in Part II on a fresh page.
- Write Legibly.

## Part I

- (01). 1. Name **four** Input devices those can be attached to a computer. (04 Marks)
  - 2. If you decide to purchase a computer from the present market, write down the details (specifications) of the processor you require. (04 Marks)
  - 3. Write down the categories of receiving persons in an Email. (04 Marks)
  - 4. Write down categories of searching content in a search engine. (04 Marks)
  - 5. Name **two** video conferencing applications. (04 Marks)

6. Write down the names of two applications which can be used in conducting collaborative activities over the Internet. (04 Marks)

7. Write down a suitable blog web site name to be used for your work place.

(04 Marks)

8. Write down an example in a word document in which bullets are applied (used).

(04 Marks)

- 9. Write down a formula that can be typed in F21 cell to get the average value in cells of F1 to F20 in an Excel spreadsheet. (04 Marks)
- 10. Write down three mathematical functions available in the Excel software.

(04 Marks)

(Total Marks 40)

## Part II

(02). Consider the following letter created using Word Processing software and answer the questions given below.

**School Exhibition** 

**ABC School** 

ABC School has organized the school exhibition from 2021/10/10 to 2021/10/20 at the school premises. You are kindly invited to participate in the exhibition. The following are among the main attractions.

**Exhibition rooms** 

Planetarium

Carnival

Cafeteria

Principal

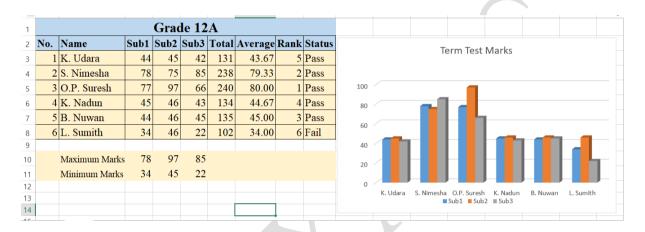
ABC School

- (i). Write down the steps to format the two header lines suitably. (08 Marks)
- (ii). Write down the steps to format the middle paragraph suitably and highlight the terms "School Exhibition". (10 Marks)
- (iii). Write down the steps to apply bullets to the list. (12 Marks)
  (Total Marks 30)
- (03). It is required to conduct a data collection process from a specific sample population.

  The personal information should be collected through a Google sheet.
  - (i). Write down the basic steps to create a Google sheet. (08 Marks)
  - (ii). Write down the steps to get data from the sample population. (10 Marks)
  - (iii). Explain the difficulties in this method and name more suitable application for this purpose. (12 Marks)

(Total Marks 30)

- (04). The following worksheet is to be created using the Excel Software.
  - (i). Write down a formula and the steps to get Total Marks. (08 Marks)
  - (ii). Write down the formulas and the steps to take average and rank values. (10 Marks)
  - (iii). Write down the steps to create and display the Status values and the graph. (12 Marks)



(Total Marks 30)

