

M12/M17/P79/GEN122/EE/20160523

Time : 3 Hours

Marks : 80

Instruction :

1. All Questions are Compulsory.
 2. Each Sub-question carry 5 marks.
 3. Each Sub-question should be answered between 75 to 100 words. Write every questions answer on separate page.
 4. Question paper of 80 Marks, it will be converted in to your programme structure marks.
-

1. Solve any **four** sub-questions.
 - a) Backspace key Vs Delete key in Word 2010. 5
 - b) What is the Status Bar in excel. 5
 - c) How to Creating new groups in Navigation pane of Microsoft Access 2010? 5
 - d) What is the Save Options of Word 2010? 5
 - e) How you can manually set the zoom level in excel? 5

2. Solve any **four** sub-questions.
 - a) Explain how to Using Templates from Office.com of Microsoft Access 2010? 5
 - b) How Using Keyboard of Word 2010? 5
 - c) Explain the Document Windows in Excel 2010. 5
 - d) Define Blank Database Vs Blank Web database of Microsoft Access 2010. 5
 - e) Can you customize the Status bar to show additional information in Excel? 5

3. Solve any **four** sub-questions.
- a) Define Re-positioning the Custom Tab in Ribbon Interface in Word 2010. 5
 - b) Explain the Scroll Bars in Excel 2010. 5
 - c) Explain Creating a database using the Sample Templates of Microsoft Access 2010. 5
 - d) What is the Color Scheme of Word 2010? 5
 - e) What is the Navigator Buttons in Excel 2010? 5
4. Solve any **four** sub-questions.
- a) How to Attaching files to a record in Microsoft Access 2010? 5
 - b) Explain Contextual Spell checking in Word 2010. 5
 - c) Explain the Rulers in details in Excel 2010.
 - d) Explain the Web pages in Word 2010. 5
 - e) What is the Dialog Box Launchers in Excel? 5

