Time: 50 Minutes   **MM: 40**

I.   Multiple choice questions.   **[10 x 1 = 10]**

  a. A _____ is an input device.
      (i) monitor   (ii) keyboard   (iii) plotter
  b. A _____ is an output device.
      (i) mouse   (ii) keyboard   (iii) printer
  c. Storage devices are used to _____ data.
      (i) print   (ii) process   (iii) store
  d. To print a document press _____ key combination.
      (i) Ctrl + C   (ii) Ctrl + X   (iii) Ctrl + P
  e. CPU stands for _____.
      (i) Central Processing Unit (ii) Central Progressing Unit (iii) Control Unit
  f. _____ is the shortcut key for copy option.
      (i) Ctrl + S   (ii) Ctrl + C   (iii) Ctrl + V
  g. MS Word is a part of _____.
      (i) MS Office   (ii) Antivirus   (iii) Utility software
  h. Which of the following is a social networking site?
      (i) amazon   (ii) facebook   (iii) myntra
  i. _____ is the shortcut key for cut option.
      (i) Ctrl + X   (ii) Ctrl + P   (iii) Ctrl + V
  j. Which of the following is an application software?
      (i) MS Office   (ii) Hard Disk   (iii) CPU

II.   Fill in the blanks: **[10 X 1=10]**

  1.   _____ is used to go from one webpage to other.
  2.   _____ is the tag used in HTML.
  3.   Primary memory is a _____.
  4.   Secondary memory is a _____ memory.
  5.   _____ is the extension for HTML document.
  6.   _____ is an auto built function in MS Excel.
  7.   A cell group of adjacent cells is called _____.
  8.   _____ is the shortcut to save a document in MS Excel.
  9.   _____ is the tag used for giving heading in a web page.
  10.   _____ is the tag for inserting a line break.

III.   Write full forms for the following: **[5 X 1=5]**
      a) HUB
      b) HTML
      c) WWW
      d) TCP
      e) LAN.

IV.   **Answer the following questions:**   **[5 X 2=10]**
   a.   **Define Intranet.**
   b.   **Write a short note on the term Security.**
   c.   **Write a short note on the term Web Designing.**
   d.   **Solve using the concept of BODMAS 12+ (5*10/2-4+1).**
   e.   **What do you mean by Marquee Tag?**

V.   **Write the steps to hide a sheet in MS Excel:**   **[1 X 5=5]**