

COMPUTER SCIENCE (THEORY)-X

Time Allowed: 3 hours]

[Maximum Marks:35

Candidates are required to give their answers in their own words as far as practicable.

Marks allotted to each question are indicated against it.

Special Instructions:

- (i) *While answering your questions, you must indicate on Your Answer-book the same question No. as appears in your Question Paper.*
- (ii) *Do not leave blank page or pages in your Answer-book.*
- (iii) *All questions are compulsory. Internal choices are given.*

Q.1 State whether the following statements are True or False (1x10= 10)

- i) A plotter is an input device designed to produce high quality graphics.
- ii) Monitor and printer are output devices.
- iii) Browser is a program that lets you view HTML documents.
- iv) Google is not a search engine.
- v) Print preview has WYSIWYG feature.
- vi) A header is printed at the bottom of every page.
- vii) Ctrl+A command is used to select entire document.
- viii) Autofill feature fills series of data in a worksheet.
- ix) A cell is an intersection of row and column.
- x) You can not change the chart type after you create a chart.

Q2. (a) What are guidelines for handling Overhead Projector? 2

Or

Explain (a) Fax machine (b) Inkjet Printers

(b) What is LED? What are its advantages? 2

Q3. (a) Write difference between LAN and WAN ? 3

Or

What do you mean by Web Browser? Name any three Web Browsers?

(b) Define Search Engine. How we can use Search Engine? 3

Or

Define Email. Write the steps to send a mail?

Q4. (a) What do you understand by MS-Word? Explain its features. 3

Or

Explain (i) Subscript and Superscript (ii) Clipboard

(b) What is Mail Merge? Write steps for creating a mail merge. 4

Or

What do you mean by Text Alignment? Explain different ways to align your text.

(c) Explain Bullets and Numbering feature of MS-Word? 2

Q5. (a) What do you mean by MS Excel? Explain its features. 3

Or

Explain (i) SUM() (ii) MAX()

(b) What do you mean by Cell reference? Explain various types of Cell reference. 3

Or

Define Chart? What are its types?