Duration: 2 Hours   Max Marks: 60

Instructions:
1) Start each question on fresh page.
2) Figures to the right indicate maximum marks.
3) Calculators are not allowed.

Q1. Answer the following questions   (6x2 = 12 mks)
   a. Define the term "Computer".
   b. State the hardware components of a computer system.
   c. State the use of templates in Word Processor.
   d. List the steps to add a movie in a presentation.
   e. Define the term "Function" in a spreadsheet.
   f. List down the steps to create a blog.

Q2. Answer the following questions   (2X6 = 12 mks)

   a. Describe the characteristics of a computer system.
   b. Describe ANY 6 types for question formats used to capture data.

Q3. Answer the following questions   (2X6 = 12 mks)

   a. Explain the concepts of citations and Bibliography with suitable examples.
   b. Explain the use of bullets & numbering in MS word. Also list down the steps to create it.
   OR
   c. Explain the Page formatting option is MS word.

Q4. Answer the following questions   (2X6 = 12 mks)

   a. Explain the different ways available to choose the appearance of your PowerPoint slides.
   b. Explain the procedure of automating a slideshow.
   OR
   c. Explain the advantages and use of graphics in a presentation.

Q5. Answer the following questions   (2X6 = 12 mks)

   a. Explain with an example the concept of a formula. When do you use Formulas in a Spreadsheet?
   b. Discuss some of the applications of a Pivot table.
   OR
   c. With an example, explain how Goal Seek is used in a Spreadsheet. What is the limitation of Goal Seek?