2 0 1 8

(April)

MUSIC

(Elective)

(Information Technology)

[MUS (E)–201]

Marks : 30

Time : 2 hours

The figures in the margin indicate full marks for the questions

UNIT—I

Answer *any* **one** question

1. *(a)* Explain the steps to copy the files from one folder to another folder in Windows. 2

   (b) What are the advantages of using Windows? 2

   (c) Define Recycle Bin. 1

(Turn Over)

(2)

2. (a) Explain the steps to search for files/folders/documents in Windows. 2

(b) List the steps to make a shortcut in Windows to a file or a folder. 2

(c) Define OLE. 1

UNIT—II

Answer *any* **three** questions

3. (a) Explain different parts of the Windows in MS-Word. 2

(b) What are Headers and Footers? 2

(c) What is 'Find and Replace' in MS-Word? 1

4. (a) List the steps for using MS-Word to design a sample invitation card for a musical show. 2

(b) Mention some of the measurement units used in MS-Word. 2

(c) Define Tab Stop. 1

5. (a) Explain mail merge in MS-Word. 2

(b) Explain the steps involved in creating a table in MS-Word. 2

(c) Define format painter. 1

(3)

6. (a) What is the difference between a 'First Line Indent' and a 'Hanging Indent'? 2

(b) Mention the usefulness of footnotes. 2

(c) Define drop cap. 1

7. (a) How is Save different from Save As? 2

(b) How is a footnote different from an endnote? 2

(c) Define bookmark. 1

8. (a) Define (i) Widow in MS-Word and (ii) Orphan in MS-Word. 1+1=2

(b) What is the usefulness of SUM function in an MS-Word table? 2

(c) Define watermark. 1

UNIT—III

Answer *any* **two** questions

9. (a) What are the features of MS-PowerPoint? 2

(b) Explain input devices used in a computer system. 2

(c) Define RAM. 1

10. (a) Draw the block diagram of a digital computer.   2

(b) Explain the units of the above block diagram.   2

(c) Define UPS.   1

11. (a) Explain secondary memory.   2

(b) What is a DVD?   2

(c) What is a Computer Virus?   1

12. (a) Explain primary memory.   2

(b) Explain printer.   2

(c) Define CPU.   1

★ ★ ★