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(July)

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 a file from one folder to another folder in Windows. 2
- (b) What is a Recycle Bin? 2
- (c) Explain in brief My Computer. 1
2. (a) Explain the steps to 'Search for files' in Windows. 3
- (b) How do you delete the files in Windows? Explain. 2

UNIT—II

Answer *any three* questions

3. (a) What is the usefulness of a Format Painter? Mention the steps to use it. 1+2=3
- (b) What is a Drop Cap? 1
- (c) What is Paste Special? 1
4. (a) Explain the different types of Page Orientation available in Microsoft Word. 2
- (b) What are Headers and Footers? Explain. 2
- (c) What is a Hanging Indent? 1
5. (a) What is 'Find and Replace' in Microsoft Word? Explain. 2
- (b) What are Tab Stops? Explain. 2
- (c) How is a Footnote different from an Endnote? 1
6. (a) Draw a diagram of the different parts of a Window in Microsoft Word. Also explain. 1+2=3
- (b) Write down the steps to save a File using a password. 2

(3)

7. (a) What are the different measurement units used in Microsoft Word? 2
- (b) What are Bullets and Numbering? Write down the steps involved in using them. 1+2=3
8. (a) What is the usefulness of Mail Merge in Microsoft Word? Also write down the steps involved in performing a Mail Merge. 1+2=3
- (b) Explain the steps involved in creating a Table in Microsoft Word. 2

UNIT—III

Answer *any two* questions

9. Answer/Write short notes on the following : 2+1+1+1=5
- (a) Microsoft PowerPoint software
- (b) What is a computer virus?
- (c) What is CD?
- (d) What is a byte?

(4)

10. (a) What are output devices? Explain. 2
- (b) Explain the term 'GB' in brief. 1
- (c) Write the names of some input devices. 1
- (d) What is cache memory? 1
11. (a) What is RAM? 1
- (b) What is DVD? Explain. 2
- (c) Explain the term 'MB' in brief. 1
- (d) What is a UPS? 1

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