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(May/June)

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. Answer any *two* of the following questions :

    2×2=4

    (a) What is the difference between moving and copying a file or folder from one location to another?

    (b) List the steps to recover deleted files or folders in Windows.

    (c) What do you understand by Drive? Explain with example.

(*Turn Over*)

2. Answer any *two* of the following questions :

$2 \times 2 = 4$

(a) Define OLE.

(b) Explain the steps to search files/folders/documents in Windows.

(c) What are the uses of mouse?

UNIT—II

Answer *any* **four** questions

3. Answer any *two* of the following questions :

$2 \times 2 = 4$

(a) What is the difference between SAVE and SAVE AS in MS Word?

(b) What are the steps to open a password protect Word file?

(c) What are headers and footers?

4. Answer any *two* of the following questions :

$2 \times 2 = 4$

(a) Mention some of the measurement units used in MS Word.

(b) Explain insertion mode and overwrite mode.

(c) How many types of paragraph alignment are there? Explain with examples.

5. Answer any *two* of the following questions :

$2 \times 2 = 4$

(a) Write the differences between margin and gutter.

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

(c) Define format painter.

6. Answer any *two* of the following questions :

$2 \times 2 = 4$

(a) Define drop cap.

(b) Explain with example the difference between Widow and Orphan in MS Word.

(c) Explain the steps to insert images in MS Word.

7. Answer any *two* of the following questions :

$2 \times 2 = 4$

(a) What is filename? What is the default extension of MS Word 2010 file?

(b) Define Line indent and Hanging indent.

(c) Explain Find and Replace. What is the shortcut for opening Find Dialog?

8. Answer any *two* of the following questions :

2×2=4

(a) Explain the steps in creating a table in MS Word.

(b) What do you understand by bookmarks and hyperlinks?

(c) What is mail merge? Explain with example.

UNIT—III

Answer *any* **two** questions

9. Answer the following questions :　2+2+1=5

(a) Explain secondary memory. Give examples.

(b) What are RAM and ROM?

(c) Define byte.

10. Answer the following questions :　2+2+1=5

(a) Draw the block diagram of a computer.

(b) Define UPS. Why is it important?

(c) List the types of printers.

(*Continued*)

11. Answer the following questions :　2+2+1=5

(a) Explain different types of music files with example.

(b) What are virus? List some of the known virus.

(c) Define CPU.

★ ★ ★