

SSPKJ 8

1307

COMPUTER SCIENE

Time : 1 Hours

[Maximum Marks:20

Note :- (i) Attempt all Units

(ii) All questions carry equal marks

Unit – I

(Attempt any two questions)

1. Differentiate between Primary memory and Secondary memory.
2. What is the function of basic units of a computer system ?
3. What is internet ? Explain why e-mail is useful for communication.
4. Briefly explain the role of assembler and compiler in a computer system.

Unit – II

(Attempt any one question)

5. Name the basic components of MS-Window.
6. Create a folder on desktop with name “Pen” and rename it as “Book”. Explain the procedure in steps.

Unit – III

(Attempt any two questions)

7. Describe the procedure in steps of creating and saving a document in MS-Word.
8. How can you insert symbols in MS-Word document ? Explain the procedure in steps.
9. If you don't find toolbar on the screen, how can you display it ? Explain the procedure in steps.
10. (a) What is ClipArt ?

(b) What is the advantage of print preview feature ?