

SUBJECT : COMPUTER SCIENCE (SET-B)**Time : 2 Hrs.****M.M.: 50**

Q1. Choose the correct option and write the answer in the answer sheet : (6×1=6)

(i) Menu in which 'Header/Footer' option is present in MS-Word.

- (a) Edit (b) View
(c) Tools (d) File

(ii) Name given to the printed document :

- (a) Soft copy (b) Carbon copy
(c) Hard copy (d) Hard disk

(iii) Orientation used to print the page horizontally

- (a) Portrait (b) Negative
(c) Landscape (d) Positive

(iv) This view shows links between the files of a website-

- (a) Navigation view (b) Reports view
(c) Page view (d) Tasks view

(v) Menu in which 'Print' option is present

- (a) File (b) Tools
(c) Format (d) View

(vi) Button used to add/delete fields in data source during merging process in 'New Address List' dialog box.

- (a) Customize (b) Delete entry
(c) Edit entry (d) New entry

Q2. Give one word answer for the following statements :

(8×1=8)

(i) Menu in which 'Mail Merge' option is present in MS-Word.

(ii) Name given to the computer which stores the website.

- (iii) Number of tabs shown at the bottom of the screen in Page View.
- (iv) Another name used for Homepage.
- (v) The Frontpage view that helps to keep track of the jobs to be done.
- (vi) Menu in which 'Border and Shading' option is present in MS-Word.
- (vii) The indent that pushes only the first line to the right in a paragraph.
- (viii) Once the data source is created can we edit it later on?

Q3. Give full forms of the following (2x1=2)

- (i) HTML
- (ii) URL

Q4. Answer the following questions (5x3=15)

- (i) Define (a) Webpage (b) Website
- (ii) What is the use of mail merge toolbar?
- (iii) Write about any two views provided by Frontpage to view the website.
- (iv) What is marquee? Name its four properties.
- (v) What is indentation? Name its types.

Q5. Write notes on (5x2=10)

- (i) Data Source
- (ii) Mail Merge
- (iii) Tabstops
- (iv) Theme
- (v) Hyperlinks

Q6. Write the steps

- (i) To create a mail merge document ready for mailing. (6)
- (ii) To create a bulleted list in MS-Word. (3)