MAHESHTALA COLLEGE

SUB: COMPUTER SCIENCE (GENERAL)
PAPER: CC1-P

FULL MARKS: 30   TIME: 1 HOUR 30 MIN

<u>Answer any fifteen</u>   2x15=30

1. To create a new paragraph in MS Word document, which keyboard keys can be used?
2. Which keyboard keys can be used to align the text to the left side of the document in MS Word?
3. Which combinations of keyboard keys can be used as a shortcut to paste the text without removing its formatting?
4. We can detect spelling and grammar error by which shortcut key?
5. Which command is used to quit powerpoint?
6. What is the use of sections in a word document?
7. What do you need to put your web pages on the www?
8. What displays the contents of the active cell in Excel?
9. What is gutter margin?
10. How will MS Word will respond in repeated word ?
11. Which file is responsible to start MS Word ?
12. How do you apply a single format to all the sheets present in a workbook?
13. How do you freeze panes in Excel?
14. How do you create Named Ranges?
15. What are macros?
16. Which power point view works best for adding slide transition?
17. What is the term used when you press and hold the left mouse key and more the mouse around the slide?
18. What is Anchor tag and how can you open an URL into a new tab when clicked?
19. Define Semantic elements in HTML.
20. How can we comment in HTML?
21. What are inline elements and block-level elements in HTML?
22. What is the difference between Latch And Flip-flop?
23. State the De Morgan's Theorem?
24. What is a Logic gate?
25. Which gates are called as Universal gate and what are its advantages?