



- iv) Spelling and grammar option remains under
- a) Format menu
 - b) Insert menu
 - c) Window menu
 - d) none of these.
- v) Which component in MS Access is used taking input ?
- a) Macro
 - b) Form
 - c) Report
 - d) None of these.
- vi) Primary Key is used in
- a) Excel table
 - b) word table
 - c) Access table
 - d) none of these.
- vii) SQL stands for
- a) single query language
 - b) structured query language
 - c) super query language
 - d) sub query language.
- viii) A combination of two or more primary keys is called
- a) foreign key
 - b) primary key
 - c) combination key
 - d) composite key.
- ix) The smallest memory size is
- a) terabyte
 - b) gigabyte
 - c) megabyte
 - d) kilobyte.



- b) What is query ? Discuss the types of query in MS. Access.
- c) Define RDBMS. How do you create a Primary key in a RDBMS table ? (2 + 3) + (2 + 3) + (2 + 3)
- 8. How can you create a table in MS Word ? Write down all the steps. What is the purpose of using Header and Footer in a document ? Write down all the steps to insert header and footer in a MS Word document. 9 + 2 + 4
- 9. a) Explain the following Excel functions :
 - i) If () ii) Average () 2 + 2
 - b) Define Cell, Cell Address and a Range of cells. 1 + 1 + 1
 - c) Write steps to generate Custom Lists in Excel. 3
 - d) Describe the types of data supported by MS-Excel. Give example for each. 5
- 10. a) What are the advantages of using MS project ?
 - b) What is critical path ?
 - c) Differentiate PERT from Gantt chart
 - d) Write down the steps of creating Gantt chart in MS Project. 3 + 2 + 4 + 6
- 11. a) What is system log ? Why is it used ?
 - b) What is concurrency control ?
 - c) Give example for the following functions in MS-Excel
Now (), PMT (), Left ()
 - d) Write the steps of recording a MACRO. (2 + 2) + 3 + 3 + 5