

10. A presentation is created using the , which contains text, graphics, and animations
- a. Page setup
 - b. Slides
 - c. Animation
 - d. Transition

(PART-B : Descriptive)

Time: 1 HRS 20 MINS

Marks : 25

[Answer question no.(1) & any two (2) from the rest]

1. What do you mean by DBMS? Write the advantages of DBMS. 5

2. (a) What is Mail-merge? What are the steps to create a mail-merge? 5+5=10
(b) What are the different types of software available in computer? Explain briefly.

3. (a) What is MS -PowerPoint? Write in steps for creating presentation in MS-PowerPoint. 5+5=10
(b) Write short notes on Computer language.

4. (a). What do you mean by word processor? Give some example of word processor software. 5+5=10
(b). What is MS-excel? Explain the steps for creating chart in excel.

5. (a). Write MySql command for creating a table and inserting data in the table. 5+5=10
(b) Write in steps for crating database, table and insert data in the table in MS-Access.

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