

**PROYAS ACADEMY**  
**ALL INDIA SKILL DEVELOPMENT INITIATIVE SCHEME**  
**COMPUTER EXAMINATION**  
**SUB : CITA**

**Part - A**

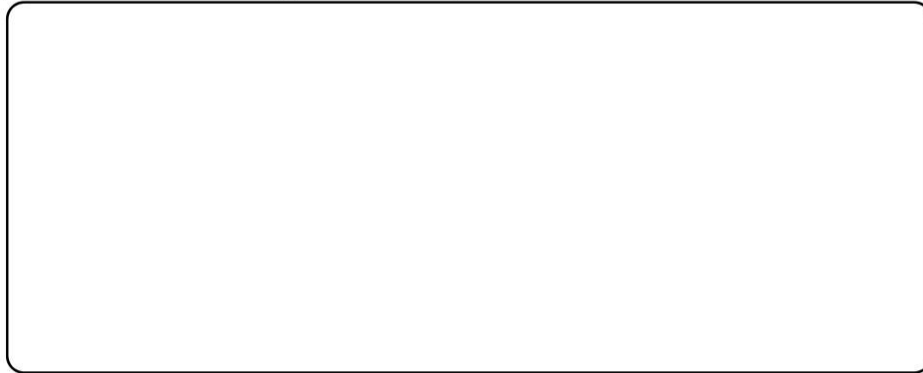
**TIME: 60min.**

**Marks.- 50+30+20(P)**

**i).Choose the questions answers:(1 x15)**

1. The ability to combine name and addresses with a standard document is called \_\_\_\_  
a. Document formatting      b. Database management      c. mail merge      d. None
2. A word processor would most likely be used to do  
a. keep an account of money spent      b. do a computer search in media center  
c. maintain an inventory      d. type a biography
3. Which can be used for quick access to commonly used commands and tools?  
a. Status bar      b. Tool bar      c. Menu bar      d. Title bar
4. Which of the following is not essential component to perform a mail merge operation?  
a. Main document      b. Data source      c. Merge fields      d. Word fields
5. When the Language bar is \_\_\_\_, it means that you do not see it on the screen but it will be displayed the next time you start your computer.  
a. restored      b. hidden      c. minimized      d. closed
6. AutoCorrect was originally designed to replace \_\_\_\_\_ words as you type.  
a. short, repetitive      b. grammatically incorrect      c. misspelled  
d. none of the above
7. Home Key  
a. Moves the cursor beginning of the document  
b. Moves the cursor beginning of the paragraph  
c. Moves the cursor beginning of the screen  
d. Moves the cursor beginning of the line
8. End Key  
a. Moves the cursor end of the line      b. Moves the cursor end of the document  
c. Moves the cursor end of the paragraph      d. Moves the cursor end of the screen
9. Page Up Key  
a. Moves the cursor one line up      b. Moves the cursor one screen up  
c. Moves the cursor one page up      d. Moves the cursor one paragraph up
10. Which of the following are word processing software?  
a. WordPerfect      b. Easy Word      c. MS Word      d. All of above
11. Which file starts MS Word?  
a. winword.exe      b. word.exe      c. msword.exe      d. word2003.exe
12. Ctrl + N  
a. Save Document      b. Open Document      c. New Document      d. Close Document
13. By default, on which page the header or the footer is printed?  
a. on first page      b. on alternate page      c. on every page      d. none of the above
14. Ctrl + G  
a. Open Paragraph Dialog box      b. Open Page Setup Dialog box  
c. Open Find and Replace Dialog box      d. Open Goto Dialog box
15. Ctrl + F  
a. Open Find and Replace Dialog box      b. Open Page Setup Dialog box  
c. Open Font Dialog Box with      d. Open File Save as Dialog box

ii) Draw the Block Diagram of Computer..... 5 x1=5



iii) Type the Full Form ( Any -5 )

5 X 1=5

ALU -

USB -

BIOS -

JPEG-

TCP/IP-

HTML-

iv) Answer the following Question: (Any Five) 5 X 5= 25

1. Describe the process of Water Mark Text?
2. How to create a Automatic Animation After 2 Sec.?
3. Describe in details the "VLOOKUP" functions?
4. Describe the various Hyperlink in Word?
5. Describe the Process of Print Preview & Print Steps ?
6. What are Freeze Document? How are they applied?
7. Describe the Process of " Marge Table" And " Page Orientation " ?
8. Describe the process steps by steps Mail-Marge Process ?

\*\*\* Practical Test (20 Min)

Marks - 30

Any Six :

5 x 6= 30

I ) Vlookup Functions ?

II) Encrypt Document ?

III) Freeze Panes in Excel

IV) Drop Cap Text .

V ) Color typewriter text in Powerpoint

VII) Change Mouse Click

VIII) Mail Marge

IX) Form

StudentID:	<input type="text"/>
StuName:	<input type="text"/>
Sex:	<input type="text"/>
DOB:	<input type="text"/>
Addr:	<input type="text"/>
Phone:	<input type="text"/>