Day : Monday

Date : 25/11/2024 **W-19994-2024**

Time : 02:00 PM-03:30 PM

Max. Marks : 30

N.B.:

1) All questions are **COMPULSORY**
2) Figures to the right indicate **FULL** marks.

Q.1) Attempt **Any Six** the following (6 Marks)

1) List any four input devices.
2) The _____ is long horizontal bar at bottom of the screen.
3) Give short cut keys for: a) CUT   b) COPY
4) How many sheets does a worksheet have by default?
5) One can view PPT presentations in Normal, Slide sorter & Slide show. (True / False)
6) List any four active browsers.
7) List any four search engines.
8) P. O. S. softwares.

Q.2) Attempt **Any Three** of the following: (12 Marks)

a) Draw a block diagram of CPU & explain components of diagram.
b) List features of notepad.
c) Explain concept of Mail merge.
d) Give step by step process of inserting i) Graph   ii) Picture in PPT.

Q.3) Attempt **Any Three** of the following: (12 Marks)

a) List & explain pre requisites for internet.
b) Explain the concept of Enterprise Resource Planning.
c) Write short note on Payroll Management System in Shawman.
d) Give step by step procedure for bill settlement on POS-Shawman.
e) Write short note on Importance of customer feedback through Shawman.

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