

1. Write full form of the following

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|---------|---------|---------|---------|--------|---------|
| a) OS | b) GUI | c) Macs | d) DTP | e) OEM | f).bmp |
| g) .wmf | h) .tif | i).jpeg | j) .png | k).wmf | l) .gif |

2. Write one word for the following

- It is a set of instructions or programs stored on a CD.
- It is a freeware operating system.
- She is known as the first computer programmer.
- The view in which we create and edit our presentations.
- The predefined area where we can add the text or other objects.
- The shortcut key that is used to run the PowerPoint show.
- The file extension of PowerPoint presentation file.
- They are horizontal and are identified by numbers.
- They are vertical and are named from A to Z.
- When you are typing formula into a cell this is the first thing that must be entered.
- An Excel2010 file automatically gets this file extension.

3. fill in the blanks

- _____ is most popular word processing software.
- _____ software is used to start the computer.
- _____ is open source presentation software
- _____ is A special animation effect that occurs between two slides.
- _____ is a collection of worksheets.
- The first computer spread sheet program is _____
- Each Excel file is called a _____
- _____ is a type of software designed for user to do its routine work.

4. Answer the following questions

- What is an Operating System? List out the activities that operating system performs.
- What are the advantages of using open source software.
- What is WordArt and when should we use it?
- Explain wrapping of text around the clip/image.
- What are the advantages of using animation effects in the presentation?
- What are three stages involved in making a presentation show.
- Mention three areas where MS-Excel can be used as a good computing tool. Satisfy your answer with examples.
- What is a spread sheet?