SECTION A

1. Define the following: (2)
   * Clipboard
   * Find and Replace

2. Name any 4 options available in Change case. (2)

3. What is the option ‘Thesaurus’ meant for? (2)

4. Write steps to add a Header and Footer to a document? (2)

5. Why do we need a table in MS Word? Write steps to create a table. (3)

6. Explain the different types of alignments used in MS-Word. (4)

7. Differentiate between: (2×3=6)
   (a) For...Next and While...Wend loop
   (b) Int() and Val() 
   (c) Print and Print Preview

SECTION B

8. Write a program in QBASIC to: (3)
   (a) Print squares of first 20 odd numbers.
   (b) Print multiplication table of a number entered by the user.
   (c) Display length of a string entered by the user.
   (d) Extract and print first four characters from the string “Computer Science”.
(e) Display the following pattern:

1
12
123
1234
12345

9. Predict the output of the following programs:

(a) Let A = 45
   Let B = A*5
   Let C = 9
   Let D = B mod C
   Print B;D;A

(b) Let a = 97.7
    b = int(a)
    If a > b then print "Hello Friends" else print "Bye Friends"
    End if
    End
1. Multiple Choice Questions:

1. The default Step value in For Next loop is
   (i) 1  (ii) -1  (iii) 2  (iv) 0

2. The extension name for saving QBASIC file is
   (i) .bas  (ii) .qba  (iii) .basic  (iv) .prg

3. The for statement in a loop always ends with
   (i) Wend  (ii) Next  (iii) End  (iv) While

4. The keyboard shortcut to open a new file in Ms Word is
   (i) Ctrl+O  (ii) Ctrl+F  (iii) Ctrl+N  (iv) CTRL + X

5. Ctrl + B will
   (i) add bullets  (ii) Bolds the text  (iii) Italicize text  (iv) both (i) and (ii)
6. The keyboard shortcut for Undo is
   (i) Ctrl+Z
   (ii) Ctrl+C
   (iii) Ctrl+X
   (iv) Ctrl+Y

7. Which of the following gives the status of your document like page numbers, number of pages
   (i) Status bar
   (ii) Standard toolbar
   (iii) Formatting toolbar
   (iv) None of these

8. The shortcut key used for pasting text from clipboard is
   (i) CTRL + X
   (ii) CTRL + V
   (iii) CTRL + C
   (iv) CTRL + D

9. The key(s) used to run a program in QBASIC is
   (i) F2
   (ii) Shift + F5
   (iii) F5
   (iv) END

10. The function used to extract characters from anywhere in the string is
    (i) Left$ 
    (ii) right$ 
    (iii) Mid$ 
    (iv) Mid