

2017-2020

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Time : 3 hours

Full Marks : 75

Candidates are required to give their answers in their own words as far as practicable.

परीक्षार्थी यथासंभव अपने शब्दों में ही उत्तर दें।

The figures in the margin indicate full marks.

उपांत के अंक पूर्णांक के द्योतक हैं।

Answer any three questions. Each carries equal value.

1. What is Word-Processing ? Explain its uses ?
2. What do you mean by Mailmerge ? How it is helping the present modern business ? Explain.
3. What is presentation ? Explain the different tools which help in prepering any slideshow ?
4. What is Spreadsheet ? Why it is important ? Explain.
5. Write short-notes an any two -
 - (a) Ratio - Analysis
 - (b) DBMS
 - (c) Computer Application.