



## SECTION-B

### UNIT-I

11. Discuss the classification of computers.
12. Explain different Input/output devices used for functioning of computer.

### UNIT-II

13. What are the salient features of window operating system?
14. Discuss various storage media available in Computer.

### UNIT-III

15. Write the use of Mail merge in MS word showing with example.
16. Write the common features of Formatting of MS PowerPoint slide.

### UNIT-IV

17. Explain the procedure of formatting numbers and text in MS Excel.
18. How will you calculate the various statistical functions in MS Excel?

**NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.**