

2316

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Class-B.D. 2nd Sem.

Subject - Computer Applications II

Time Allowed : 3 Hrs.

Maximum Marks :50

Part I MCQ

Multiple Choice Questions (10 Questions - All are Compulsory)

(Total Marks of this section 10 Marks)

1. Which toolbar contains the open and save button?  
(A) Standard Toolbar (B) Formatting Toolbar  
(C) Text Toolbar (D) Drawing Toolbar
2. Which one does not start a new document?  
(A) Ctrl + N Keyboard Shortcut  
(B) Opening a document from a floppy disk  
(C) New Command from file menu  
(D) Starting Word
3. To Open a document?  
(A) From the Menu bar, choose Edit, Open.  
(B) From the Menu bar, choose File, Open.  
(C) From the Menu bar, choose Insert, Open.  
(D) From the Menu bar, choose Format, Open.
4. The.....View is how your document would appear in web?  
(A) Normal (B) Web layout  
(C) Print Layout (D) Outline

5. Which of the following dialog boxes is displayed when a document is saved for the first time?  
(A) Save All (B) Save  
(C) Close (D) Save As
6. Use the .....tool bar to enhance the appearance of your document, including the style and size of the type.  
(A) Status (B) Menu  
(C) Standard (D) Formatting
7. The Orientation of a page can be changed from .....  
(A) Page Setup (B) Print Preview  
(C) Print (D) Document properties
8. What is a portion of a document in which you set certain page formatting options?  
(A) Page (B) Document  
(C) Section (D) Page Setup
9. Borders can be applied to  
(A) Cells (B) Paragraph  
(C) Text (D) All of above
10. Portrait and Landscape are  
(A) Page Orientation (B) Paper Size  
(C) Page Layout (D) All of above

### Part II Theory

#### Theory Questions (Total Marks of this section 40 Marks)

Note:- (1) Attempt any Four questions out of Eight Questions.

(2) All Questions carry equal marks.(10 marks each)

1.(a) Explain various Page Setup options available in formatting of page in MS Word.

(b) Write the procedure of creating envelopes using Mail Merge facility.  $5 + 5 = 10$

2.(a) Write down the steps to create, open and close MS Word Document.

(b) What is Border and Shading in MS Word? What are the various ways to give Border shading in document?  $5 + 5 = 10$

3. Discuss following tool in Photoshop:

(a) Rubber Stamp (b) Magic Wand

(c) Color Picker (d) Smudge

• 10

4.(a) Discuss the purpose of using layers in Photoshop. Also discuss linking of layers.

(b) How Image Importing is done in Photoshop?

$5 + 5 = 10$

5. Discuss the various options available with pencil tool in Photoshop. 10

6.(a) How do you use navigation palette in Photoshop?

(b) What do you mean by filters in Photoshop? Discuss two filters commonly used.  $5 + 5 = 10$

7.(a) How Histogram generated using Photoshop? Explain with example.

(b) What are the types in which images are stored in Photoshop?  $5 + 5 = 10$

8. What is a Path in Photoshop? Discuss use of magnetic pen for drawing path. 10

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