

**MODEL ANSWER PAPER**  
**SUBJECT: COMPUTER APPLICATIONS (THEORY)**

STD: XII  
Max Marks: 50

Course: Computer Technique  
Time: 2 hrs

---

Q1A.)

1. Formula bar
2. File structure
3. Slide show
4. Cell
5. B2B

B)

1. SUM()
2. Left align
3. Normal view
4. Animation pane
5. My SQL

C)

1. 
2. 
3. 
4.   
Date &  
Time ▾
5. 

D)

1. Table tools tab

2. Date & Time function
3. Sheet tabs
4. Database Management System
5. Consumer-to-Consumer

E.

1. PowerPoint is a complete graphics presentation program that allows you to produce presentations that have a professional edge.
2. The splitter bar allows you to adjust the width of the slide pane by dragging with the mouse.
3. A database system is its structure described in a formal language supported by the database management system (DBMS).
4. You can view a list of the animations applied to a slide by opening the Animation pane.
5. A database is an organized collection of data. It is the collection of schemes, tables, queries, reports, views and other objects.
6. In a Business-to-Consumer E-commerce environment, companies sell their online goods to consumers who are the end users of their products or services.
7. It provides two views of the slides of your presentation i.e. the outline of the slide text and a thumbnail view of the slides.
8. The two types of text alignment in PowerPoint presentations are: Left align and Center.
9. The advantage of DBMS is: Improved data sharing and Improved data security.
10. E-commerce (electronic commerce or EC) is the buying and selling of goods and services, or the transmitting of funds or data, over an electronic network, primarily the Internet.

Q.2)

1. The Procedure to close the presentation is as follows:
  - a) Goto File option
  - b) click on Close button.

2. Wrapping the text will automatically modify a cell's row height, allowing cell contents to be displayed on multiple lines.

Merging joins the selected cells into one larger cell and centers the contents in the new cells.

3. Following is the procedure to open file in MS Excel:

- a) Click Open below File menu option.
- b) Select the saved excel worksheet in the open dialog box and click

Open.

4. The procedure to format the cell is as below:

- a) Right click the mouse on the cell to be formatted.
- b) Click the Alignment tab, and select the formatting options (wrap, merge, etc.) and click OK.

5. Slide pane: It displays a large view of the current slide on the right side of the window. You can also enter text, graphics and animations directly in the slide pane.

6. The procedure to start the PowerPoint is as below:

- a. Click on the Start button.
- b. Click on All Programs.
- c. Click on Microsoft Office → Microsoft PowerPoint

7. The procedure to change the slide Layout is as below:

- a) Display the slide that you want to change.
- b) Click Layout option from Home tab

8. The four custom Animations in PowerPoint are Entrance, Emphasis, Exit and Motion Paths.

9. The procedure to save file in MS Excel is as below:

- a) Click File menu
- b) Click Save menu option below File.
- c) Enter proper file name IN THE Save As window shown.
- d) Click Save.

10. The following options under Date & Time function.

- a) Date: The format is Date (year, month, day). It returns the number that represents the date in Microsoft excel date time code.
- b) Date value: The format is DATEVALUE (date\_text). It converts a date in the form of text to a number that represents the date in MS excel date time code.

11. The any two arithmetic functions of MS Excel are: Sum: To sum a range of cells, use the SUM function. Count: To count the number of cells that contain numbers, use the COUNT function.
12. The advantages of MS Excel are: a) Easy and effective comparisons b) Powerful analysis of large amounts of data.
13. The advantages of Powerpoint are: a) easy to create colorful, attractive designs using the standard templates and themes  
c) Easy to modify compared to other visual aids, such as charts, and easy to drag and drop slides to re-order presentation.
14. The functions of the two options in the cells group in the Home Tab in MS Excel are:
  - a) Copy: Copy the selection and put it on the clipboard.
  - b) Paste: Paste the contents of the clipboard.