Q. NO. 1  Answer The following

a. How do I double space in paragraph in MS Word?
b. Write DOS command to create directory and copy file?
c. Write full form of CD, DVD

d. How do I add worksheet in MS Excel?

c. Write Shortcuts for following commands for formatting a Text

   2 x 5 = 10 Marks

Q. No. 2  Type the following passage as it is in MS-Word:

After spending 15 days in the “CBI remand”, former communications minister A Raja was today sent to “Tihar” jail on a 14-day judicial custody as the investigating agency did not seek his custody any further. Raja appeared defiant as he was taken out of the court and reiterated his innocence, which, he claimed, would be proved in coming months.

   5 Marks

Q. No. 3  Do the following in MS-Excel.

<table>
<thead>
<tr>
<th>Mechanics</th>
<th>Computer</th>
<th>Sports</th>
<th>Workshop</th>
<th>Avg. % age</th>
</tr>
</thead>
<tbody>
<tr>
<td>% age</td>
<td>% age</td>
<td>% age</td>
<td>% age</td>
<td></td>
</tr>
<tr>
<td>Sandeep</td>
<td>87</td>
<td>76</td>
<td>76</td>
<td>98</td>
</tr>
<tr>
<td>Gagan</td>
<td>56</td>
<td>82</td>
<td>74</td>
<td>92</td>
</tr>
<tr>
<td>Jaspreet</td>
<td>85</td>
<td>88</td>
<td>79</td>
<td>86</td>
</tr>
<tr>
<td>Anupam</td>
<td>92</td>
<td>90</td>
<td>73</td>
<td>93</td>
</tr>
</tbody>
</table>

Evaluate average % age

   5 Marks
Answers

Ans: 1 (a)
Select the Text. Click on the Format in the menu bar. Click on paragraph and then
click Line spacing and select double.

Or

Select the Text. Then press Ctrl key + 2 (numeric key)

Ans: 1(b)
mkdir <Directory Name>
Copy <Old Filename> <New Filename>

Ans: 1(c)
CD - Compact Disk
DVD - Digital Versatile Disc

Ans: 1 (d)
Click of the Insert button on the Tool bar and then click the option Worksheet
Or
Alt + I then Alt + W

Ans: 1(e)
Bold Ctrl + B
Italic Ctrl + I
Underline Ctrl + U

Ans: 3

<table>
<thead>
<tr>
<th></th>
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<th>Computer %age</th>
<th>Sports %age</th>
<th>Workshop %age</th>
<th>Avg. %age</th>
</tr>
</thead>
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