



## SECTION B

### **Q2. Very Short Answers:-**

1. What is Subscript feature?
2. What are Gadgets?
3. What is the shortcut key for Find and Replace option?
4. How can we resize a text box?
5. What is the shortcut to open Microsoft Word?

## SECTION C

### **Q3. Short Answers:-**

1. What is Windows ?
2. What is Paragraph style?
3. What is Text box?
4. What is Header and Footer ?
5. Difference between ClipArt and WordArt.
6. How can we select consecutive files or folders?

## SECTION D

### **Q4. Long Answers:-**

1. Define the term : Utility software and Multimedia software.
2. What do you mean by Wildcard Characters? Describe with the help of example.
3. Define the terms:-a) ScreenShot feature b) Symbol and Special Characters