Note: **Answer all questions**

A. Fill in the Blanks.   **(4 x ½= 2)**

1 The speed of a computer is measured in _____.
2 Tablet PCs are mobile computers with _____.
3 Copying songs from audio CDs to your computer is called _____.
4 The word count feature is available in the _____tab.

B. Write (T) for true and (F) for false.   **(4 x ½ =2)**

1 The Secondary Memory is also a part of the CPU.
2 IBM 701 is a mainframe computer.
3 Hibernation is a power saving state designed primarily for laptops.
4 There are four change case options in Microsoft Word.

C. Give full forms of the following.   **(4 x ½ =2)**

1 GUI 2)MIPS 3)ATM 4)WMA

D. Answer the following questions in one or two sentences.   **(8 x1$_{1/2}$=12)**

1 In what way is Spelling and Grammar option helpful to the text in Microsoft Word?
2 What is the usage of text box tool in Microsoft Word?
3 List four things you could do with Windows Media Player.
4 What are the functions of the CPU?
5 Write four features of super computers.
6 Which types of computers run on rechargeable batteries?
7 How to insert equations in Microsoft Word.?
8 Define microprocessor.

E. Answer the following questions in detail.   **(4 x 3=12)**

1 What is the difference between Shutdown, Sleep and Hibernate options in Windows?
2 What is the function of the following components of the CPU?
   (a) Control unit (b) Arithmetic Logic Unit (c) Main Memory Unit
3 Write a short note on latest super computers in the world.
4 Draw a diagram of the taskbar and label its parts.

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