

MAHARASHTRA STATE BOARD OF VOCATIONAL EXAMINATION, MUMBAI

EXAMINATION – JANUARY 2013

CERTIFICATE COURSE IN TRAINING FOR JOURNALISM (413107)

TIME ALLOWED – 3 Hrs.

MARKS – 100

SUBJECT – USE OF COMPUTER FOR JOURNALISM (TH-II)

- Q.1. Write any two of following. 20
- 1) Parts of a computer
 - 2) What is a computer? Define it?
 - 3) Information of Microsoft Windows.
 - 4) Introduction of Note Pad, Wordpad
- Q.2. Write answers (long) (any 2) 20
- 1) Write the structural information of a computer?
 - 2) What is input & output? Give examples.
 - 3) What is the meaning of accessories & what are they?
 - 4) How is M.S. Excel used?
- Q.3. Answer (any 4) 20
- 1) M.S. Office 2003's
 - 2) Layout of M.S. Wordpage
 - 3) Uses & information of M.S. Powerpoint
 - 4) Information of M.S. Windows XP
 - 5) Uses of Computer's parts
 - 6) Information about computer networking
 - 7) HTML
- Q.4. Answer (any 4) 20
- 1) Cut - copy – paste
 - 2) Latest information to be linked with the loop
 - 3) Restoring
 - 4) Input Device
 - 5) Output Device
- Q.5. Answer (any 4) 20
- 1) Auto Format
 - 2) Toolbar Wizard
 - 3) Lan Card
 - 4) Spell Check
 - 5) Formation & edit of a slide

