

- a) _____ is a row on a datasheet which consist of a number of fields.
- i. Field ii. Record iii. Database
- b) _____ is a new feature in windows 7, which takes you right to the documents, pictures or website that you use frequently
- i. Jump Lists ii. Peek iii. Rip

- c) An _____ converts a high level language program into machine language, line by line
i. Assembler ii. Compiler iii. Interpreter
- d) To free up disk space & help your computer to run faster, use _____
i. Windows Media Player ii. Disk Cleanup iii. Windows Media Center
- e) A program written in the assembly language is called _____
i. Assembler ii. Source Program iii. Object Program
- f) The _____ feature allows you to peer past all your open windows straight to the Windows desktop.
i) Jump List ii) Aero Peek iii) Windows Media Player
- g) The program converted into machine language by the translator is called _____
i. Assembler ii. Source Program iii. Object Program
- h) To create a new recipients list, select _____ radio button under Select recipient section.
i) Use an existing list ii. Select from outlook contacts iii) Type a new list

IV. Answer in one word or one sentence:

- Anita wants to record her voice with the help of microphone. Which options would you suggest to her to use?
- Where do you enter the records that are to be associated with the main document?
- Kabir's aunt was a computer programmer during the 3rd generation of computer language. Which kind of language was she using then?
- Agrim wants to celebrate his birthday with his classmate. He wants to send a personal invitation to each of his classmate without typing their names and addresses time and again. Which method could he use to fulfill the requirement?
- In Mail Merge, where do we organize data in tabular form along with the field names?
- Which tab do you select to execute mail merge option?
- Medha has made her project and saved it on her computer, but she forgot the location where she had saved it. Suggest to her the best way to search her project.