A. Fill in the blanks:

1. Program   2. Four   3. Machine   4. Spacewar   5. High Level Language

6. Assembly   7. LISP

B.   State True or False:

1. True   2. False   3. True   4. False   5. False   6. True   7. True

C.   Application Based Questions:

1. High Level Language   2. High Level Language

A.   Multiple Choice Questions:

1. (b) Source Program   2. (c) Interpreter   3. (b) Object Program   4. (b) John W. Tukey

B.   Answer the following:

1. Machine language is considered as low level language as it is expressed in binary form i.e.

0 and 1. It is machine-dependent. This language has the advantage of high speed and very low memory utilization.

2. Machine language is expressed in binary form, i.e., 'O' and '1'. 0 means 'Off' state and **1** means 'On' state whereas Assembly language uses 'mnemonic codes' or 'symbols' in place of Os and Is. It is easier to work with Assembly language, where symbolic memory addresses are used, rather than machine language.

3. High Level Language has following features:
    + It is simple and user friendly language.
    + It is machine-independent language.

4. INTERPRETER- This translator program is used to convert a high level language program into machine language. It converts one line at a time, executes the instruction and then repeats the procedure for the remaining instructions. In case, if any errors are found, they are to be immediately removed.

    COMPILER - Compiler is a translator program used to convert a high level language program into machine language. It translates the whole program at once, i.e., it generates the object code for the program along with a list of errors, if any.

1. Main document   2. Tab   3. MS Word   4. Tick

B. State True or False:

1. False   2. True   3. True   4. True   5. False

C. Application Based Questions:

1. Mail Merge   2. In Data Source

A. multiple Choice Questions:

1. (b) Record   2. (b) Merge Field   3. (c) Type a new list

B. Answer in one word or one sentence:

1. Data Source   2. Mailings Tab   3. Finish & Merge button

4. New Address List

C. Answer the following:

1. Mail Merge feature is used to combine a data source with the main document. It saves our time and energy to send letters at multiple e-mail addresses.

2. Two documents: (1) Data Source (2) Main Document

3. Data source consists of mailing list, for example, Name, Address, City, Pin, Telephone Number, etc. The data is organized in tabular form along with the field names.

4. Main Document contains the text that we wish to send to all the recipients.

5. To create a new mailing list follow these steps:

+ Select Type a new list radio button under Select recipients section and click on Create option.

+ The New Address List dialog box will appear on the screen. Click the Customize Columns button.

+ Now enter data in the respective fields and click the New Entry button.