

## P.C. SOFTWARE

**Note :** Attempt five questions in all, selecting *one* question from each unit and Question No. 1 which is compulsory.

### (Compulsory Question)

1. (a) What is the role of File Manager?  
(b) How will you move a folder from one folder to another?  
(c) What is Task pane?  
(d) How will you change the format of a table?  
(e) What is the purpose of VAR (), EXP(), LN() functions available in EXCEL?  
(f) Differentiate between Paste and Paste-Special in EXCEL?  

6x3

  
(g) What is Window Explorer?  
(h) Can we apply header to a slide?  
(i) How will you add a graph in presentation?  
(j) What is a template in PowerPoint presentation? 18

### UNIT-I

2. (a) What is operating system? How does it act as an Interface?  
Explain the functions of operating system.  
(b) What do you mean by Desktop? Explain the parts of Window Desktop.
3. Explain different file operations in Windows. 18

## UNIT-II

4. (a) Explain the autocorrect utility of MS-WORD.  
(b) Explain Spelling and Grammar check in MS-WORD.  
(c) What do you mean by Formatting? What are the various classes of formatting? 18
5. (a) What is MS-WORD? Explain the different parts of MS-WORD Window.  
(b) What is Macro? Write the steps to record and run a macro. 18

## UNIT-III

6. (a) What do you mean by Chart? Explain various types of charts.  
(b) Explain the various options of formatting rows and columns. 18
7. (a) Explain the different data formats supported by EXCEL.  
(b) What is the difference between Workbook and Worksheet? Explain the features of MS-EXCEL. 18

## UNIT-IV

8. (a) What are the steps to apply animation effects to objects?  
(b) What are the different views of PowerPoint? Explain. 18
9. (a) Write the steps to apply design template to presentation.  
(b) What do you mean by PowerPoint? Explain its features.