

PC SOFTWARE

Compulsory Question

1. (a) Differentiate between CUI and GUL.
- (b) What is editing in MS-Word ?
- (c) What is a cell in MS-Excel ? What is the address of the last most cell in Excel spreadsheet ?
- (d) What is the significance of design templates in MS-PowerPoint ?

UNIT-I

2. What is Operating System ? Explain the basic features for preparing a Mail-Merge document.
3. Write the methods to Move, Copy, Remove, Delete, Rename and Paste folder and file.

UNIT-II

4. What is Mail-Merge ? Explain the steps for preparing a Mail-Merge document.
5. What is Clip-Art ? Write the steps to insert a picture using Clip-Art in MS-Word.

UNIT-III

6. What is Data type ? Explain data type available in MS-Excel.
7. What are functions in Excel ? Explain some mathematical and statistical function available in Excel.

UNIT-V

8. What is Slide show? Write the steps in preparing some simple slides of a slide show and then execute this show.

9. Explain in brief the use of sound and animation in Power-Point.