

PC SOFTWARE

Time : 3 Hours

Maximum Marks : 80

Note : Attempt five questions in all, selecting one question from each unit. Question No. 1 is compulsory. All questions carry equal marks.

(Compulsory Question)

1.
 - a) Differentiate between Note Pad and Word Pad.
 - b) Write about Table-handling in MS-Word.
 - c) What is Macros in MS-Excel?
 - d) Differentiate between Slide and Slide Show.

Unit-I

2.
 - (a) Write the basic components of Windows.
 - (b) Write about the operations performed by My Computer and Recycle Bin.

3. a) Explain about Control Panel of Window.
b) Write the method to install Printer and Set up Internet connection in Window.

Unit-II

4. What is Book mark and Hyper link in MS-Word? Write the steps to add bookmark and create hyper link.
5. a) What is Text-alignment? Write the steps to select a text and then align it.
b) What do you mean by Indent paragraph? Explain the procedure to increase/decrease indent.

Unit-III

6. a) Write the steps to increase / decrease the width of a column in MS-Excel.
b) What is cell in MS-Excel? Write the step to merge two or more cell.
7. What is chart in MS-Excel? Write the step to create different types charts in MS-Excel.

Unit-IV

8. What are basic components of a Slide layout? Name some common layout and explain each in brief.
9. Write notes on the following:
a) Use of design template in a slide.
b) Adding different shape and chart in a slide.

