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## PC-Software

### (Compulsory Question)

1. (a) List out all the versions of WINDIWS. Which among them is the latest version?

   (b) What is the use of Internet Explorer?

   (c) What do you mean by extension of the file? Name the extensions of WORD, EXCEL and POWERPOINT files.

   (d) Define Clipboard.

   (e) What do you mean by folder, file, icons in WINDOWS?

   (f) What do you understand by Shortcut keys? Give shortcut key for cut, copy, paste.

   (g) Differentiate Save command and Save As command.

   (h) How many rows, columns and cells are available in MS-EXCEL worksheet?

   (i) How many views are available for PPT slides? Name each.

(j) What is the purpose of MOD ( ) COUNT ( ) functions available in EXCEL ?                                18

## Unit - I

2. (a) What is Operating System? How does WINDOWS operating system differ from other operating systems? Explain the basic features of WINDOWS operating system.

(b) Define Control Panel. List out various options available in control panel. Discuss the procedure of iinstalling a printer in windows.                                18

3. (a) What do you mean by Accessories in Windows? Explain Paint Brush with all its features in detail.

(b) Discuss the use of Screensaver, Background and Appearances options available in Windows operating system.                                18

## Unit - II

4. (a) What do you understand by Word Processing? What are i advantages?

(b) What is Mailmerge ? Explain all its features and use in MS-WORD.                                18

5. (a) Explain the following options of MS-WORD :
   (i)   Hyperlink        (ii)  Auto Correct
   (iii) Clipart          (iv)  Wordart.

(b) Write the steps to do the following in MS-WORD :-
   (i)   Macro
   (ii)  Adding a Bookmark
   (iii) Adding Header & Footer                                18
   (iv)  Printing a document.

## Unit - III

6. (a) What do you mean by the term 'Worksheet' Discuss various facilities offered by MS-Excel

(b) What are the various datatypes available in Excel? Explain them.                                18

7. (a) Define Database and explain how Sorting, Filtring and Validation are performed on a database in MS-EXCEL?

(b) Define Formula and Function. List all the function keys in MS-EXCEL. Discuss the IF function of EXCEL by taking example.                                18

### Unit - IV

8. (a) What do you understand by 'Electronic Presentation' ? Discuss various features of Power-Point presentation.

   (b) Differentiate between Custom Animation and Slide Transition with examples.     18

9. (a) How Design Template is applied on a PPT ?

   (b) Explain the following in MS-Power Point :-
   
   (i) Rotate (ii) Flip (iii) Autoshapes.     18