DCA
Term End Examination, 2019-20
Paper-II

Windows and PC Packages

Time: Three Hours   **[Maximum Marks: 100]**

Note : 'A' Section is compulsory from section 'B' attempt question according given option.

Section-A

(1) a. Define Booting process.
   b. What is desktop.
   c. Write the name of any 3 default fonts available in MS-Word.
   d. What is Spell Checking? Write Shortcut Key.
   e. How to add background color in table cell.
   f. What is Word Art.
   g. What is handouts? Explain.
   h. Write steps to copy formula from one cell to another.
i. Write Shortcut Key to Start Slids Show from Current Slide.
   j. Write difference between workbook and work sheet.

Section-B

(2) What is Dos? Explain Booting process in Dos. Write a brief note on Dos System files.

OR

Write a detail note on Accessories in Windows7.

(3) Why MS Word is used? Explain its features and application areas.

OR

Write a note on page setting and Printing Options of MS Word.

(4) Explain Headers and Footers in details. How to insert Page no. in MS-Word document?

OR

Write a brief note on mail merge.

(5) Explain any five mathematical function in MS-excel.

OR

Explain Different, Charts available in MS-Excel.

(6) Explain Process to add Graphics, Sound movies and other media file in slide of MS-Power Point.

OR

Write a brief note on following-

i. Different Slide Views

ii. Slide Transition and Animation.