

PC Software

Time 3 Hours]

[Max. Marks 50

Note : Attempt all five questions. All questions carry equal marks.

1. Explain the following terms :

- (a) Recycle Bin.
- (b) Desktop.
- (c) Screen Server.
- (d) Operating System.

OR

Explain the utility of Control Panel and Windows Accessories and the different options available in each one.

2. (a) What is the utility of Formatting a Document in MS-Word ? Explain the different options available to format the text and the page.
(b) Explain the term Footnote, Endnote, Bookmark and Watermark.

OR

- (a) Write short note on Mail Merge.
- (b) How can one represent the text in Newspaper style and insert the Word Art ?

3. Explain the following term :

- (a) Cell Address.
- (b) Freeze Panes.
- (c) Insert and Remove Page Break.
- (d) Consolidation.

OR

- (a) Explain the 4 logical and 4 text functions with example.
- (b) Explain the utility of Pivot table.

4. Write short notes on any two of the following :

- (a) Data Table.
- (b) Scenario Manager.
- (c) Sorting.

5. (a) Explain the different views of slides.

- (b) Define the term : (i) Presentation (ii) Auto Content Wizard.

OR

- (a) Name the different types of component that can be added to a presentation.
- (b) Differentiate between Custom Animation and Slide Transition.