

AJ-1623
D C A
Term End Examination, 2021-22
WINDOWS AND PC PACKAGES
(Paper-II)

Time : 3 hours]

[Maximum Marks : 100

Note : *Answer from both the Sections. All questions carry equal marks.*

Section—A

1. (a) What is Printer ?
(b) Write any 5 Shortcut Keys used in Windows.
(c) What are the Text Attributes present in MS Word?
(d) How to add and remove header and footer in document in MS Word ?
(e) What do you understand by Thesaurus in MS Word ?
(f) How to add and remove new rows and columns on the table in MS Word ?
(g) What are views of worksheet in MS Excel ?
(h) Explain Mail Merge.
(i) What is the use of notes in MS Power Point ?
(j) How to Add Audio in any Presentation ?

Section—B

2. Write a detailed note on windows explorer.

OR

What do you understand by the following ?

(1) Dialog Box (2) Task Bar (3) Modem.

3. How to use Bullets and Numbering in MS Word? Explain paragraph formatting.

OR

Discuss auto formatting and how to Insert Smart Art Graphics and Clip Art in MS Word ?

4. Explain References adding Tabs and Indent in MS Word.

OR

What do you understand by Chart and Tables in MS Word ? Explain the process of inserting a chart.

5. Write notes on :

(1) Use of Formula in MS Excel (2) Macro in MS Excel.

OR

How to Insert, Delete, Move and Hide Rows and Columns in MS Excel ?

6. Explain how a new Presentation is Created ? What the areas of use of PowerPoint ?

OR

Explain the process of adding slide transitions and animation in MS PowerPoint.