

DIPLMA IN COMPUTER APPLICATION

SEMESTER-I—EXAMINATION, DEC. 2014/JAN., 2015

P.C. PACKAGES (WORD, EXCEL, POWERPOINT)

Unit-I

- Q.1 : Explain various features of MS-Windows. Write the steps to install printer in MS-Windows.
(Or)
- Q.2 : Explain various accessories available on MS-Window. Write steps to move files from one folder to another.

Unit-II

- Q.3 : Explain various features of MS-Word and MS-Excel.
(Or)
- Q.4 : Explain the following with example :
(a) Bullets and Numbering
(b) Page views

Unit-III

- Q.5 : Explain the following with example :
(a) Header and Footer
(b) Word Art and Watermark
(Or)
- Q.6 : Write steps to show Mail-Merge in MS-Word with example.

Unit-IV

- Q.7 : Write steps to prepare bar chart in MS-Excel with example.
(Or)
- Q.8 : Write and explain any *four* inbuilt formulas in MS-Excel.

Unit-V

- Q.9 : Write short notes on the following :
(a) Slide sorter
(b) Handouts
(Or)
- Q.10 : Explain steps to insert various transitions to the slides.