

DIPLOMA IN COMPUTER APPLICATION

SEMESTER-I—EXAMINATION, MAY/JUNE 2014

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

Unit-I

Q.1 : Explain "My Computer" and "Recycle-bin" features of MS-Windows in detail.

Ans. : [Note : See Page 7, Q. 5(1) and Page 10, Q. 7(1) for answer.]

(Or)

Q.2 : Explain the process of Installing and Uninstalling new Hardware and Software program on your computer.

Unit-II

Q.3 : Explain various Office suites like MS-Office, Lotus-Office, Star-Office and Open-Office.

(Or)

Q.4 : Explain Paragraph and Page formatting features of MS-Word in detail.

Unit-III

Q.5 : What is Mail-Merge? Write steps for mail-merging. Also explain process for printing Envelops and Mailings Labels.

Q.6 : Explain Spell Check, Thesaurus, Find & Replace options of MS-Word.

Unit-IV

Q.7 : Explain various types of formulae available in MS-Excel. Also explain how we can use them.

(Or)

Q.8 : What are various "Number-Formats" available in MS-Excel? How can we format a cell in MS-Excel?

Unit-V

Q.9 : Write short notes on the following in the context of MS-PowerPoint (any two) :

- (a) Handouts
- (b) Slide Sorter View
- (c) Slide Animation

(Or)

Q.10 : Write short notes on the following in the context of MS-PowerPoint (any two) :

- (a) Slide Transition
- (b) Slide Master
- (c) Printing Presentations