

P.G.D.C.A. Semester – 1 - OCT-NOV-2017
Paper – 101: PC Software (New & Old)

Time: 3 Hours

SYB CODE - 9624

Total Marks: 100

Q.1 Explain in detail: (i) Hardware (ii) Software (iii) Operating system [20]

OR

Q.1 (a) What is personal computer? Explain different components of a PC. [10]

(b) Explain following DOS commands with example. [10]

(i) copy (ii) md (iii) type (iv) ren (v) attrib

Q.2 (a) Explain Cut, Copy, Paste, Paste special operations in MS-Word. [10]

(b) Discuss different paragraph alignments available in MS-Word. [10]

OR

Q.2 (a) Write a detail note on Page Layout menu of MS-Word. [10]

(b) How to add Header and Footer in a document of MS-Word? Discuss various facilities available in this feature. [10]

Q.3 Explain the following MS-Word facilities: [20]

(i) Mail Merge facility (ii) Spelling check facility

OR

Q.3 (a) Write a note on Search feature of MS-Word. Also discuss advance search options. [10]

(b) Discuss different facilities regarding Table in MS-Word. [10]

Q.4 Explain the following Excel functions with example: [20]

(i) if() (ii) sum() (iii) sqrt() (iv) average() (v) max()

(vi) fv() (vii) pmt()

OR

Q.4 Explain the following Excel facility/feature: [20]

(i) Chart (ii) Sort (iii) Filter (iv) Formula

Q.5 (a) Explain various Slide Layouts in PowerPoint. [10]

(b) Discuss various Types of View available in PowerPoint [10]

OR

Q.5 (a) Explain Animation in Power Point. [10]

(b) Explain how to work with pictures in Power Point? [10]
