

Roll No. ....

Total Pages : 03

CCA/M-17

10127

PC SOFTWARE

CCA-2

Time : Three Hours]

[Maximum Marks : 80

**Note :** Attempt *Five* questions in all, selecting *one* question from each Unit. Q. No. 1 is compulsory. All questions carry equal marks.

**(Compulsory Question)**

1. (a) How can you customize the start menu and taskbar ? 4
- (b) What is the use of Styles in MS-Word ? How can you create new styles and apply the existing ones ? 4
- (c) Differentiate between Paste and Paste Special in MS-Excel. 4
- (d) How can you apply In-Built Sound effects to slides ? 4

### Unit I

2. (a) Give a brief description of the Windows history. 6  
(b) Discuss various files and folder options. 6  
(c) How do you install the printers in Windows ? 4
3. (a) Discuss the following accessories in Windows : 10  
(i) Entertainment  
(ii) Accessibility  
(iii) Communication.  
(b) What is Desktop ? Explain the permanent icons on the Desktop. 6

### Unit II

4. (a) What is Mail Merge ? Write the steps to accomplish Mail Merge in MS-Word. 8  
(b) What is the significance of Header and Footer ? How will you apply Header and Footer to your document ? 8
5. (a) Discuss the following proofreading features of a word document : 12  
(i) Spelling and Grammar  
(ii) Thesaurus  
(iii) Autocorrect.  
(b) Write the steps to insert rows and columns in a Table in MS-Word. 4

### Unit III

6. (a) Discuss various statistical functions in MS-Excel using example. 8  
(b) Discuss Relative reference, Absolute reference and Mixed reference using suitable example in MS-Excel. 8
7. (a) How do you create a formula in Worksheet ? Explain various types of formulas in brief. 8  
(b) How do you create charts in Worksheet ? Discuss various types of charts in MS-Excel. 8

### Unit IV

8. (a) Discuss various applications of MS-PowerPoint ? How a new presentation can be created using design template ? Discuss. 10  
(b) How do you add a chart in a slide in MS-PowerPoint ? 6
9. (a) What are the steps for inserting video and audio in a PowerPoint presentation ? 6  
(b) How do you perform Re-sequencing of slides and how Transition effects are applied in MS-PowerPoint ? 10