CCA/A-18   **10627**

PC SOFTWARE

Paper : CCA-2

Time : Three Hours]   [Maximum Marks : 80

Note :   Attempt *five* questions in all, selecting *one* question from each Unit. Question No. 1 is compulsory.

Compulsory Question

1.   (a)   Discuss the network setup wizard.   4

     (b)   How can we add references in MS-Word?   4

     (c)   What is the purpose of Formula Bar in spreadsheet software?   4

     (d)   Discuss accessing through object in MS-PowerPoint.   4

UNIT–I

2.   (a)   Discuss the history and features of Windows Operating System.   10

     (b)   Discuss any *five* system tools of Accessories in Windows.   6

3.   (a)   How can you change settings, password and pictures of user account?   8

     (b)   How can you configure energy saving settings?   6

(c) What is Recycle Bin? How can you restore the data from Recycle Bin? **2**

UNIT–II

4. (a) What is the use of word-processing package? Discuss various features supported by MS-Word. **10**

(b) What is a macro? Write the steps to record and run a macro in a word. **6**

5. (a) How do you create index and table of contents in MS-Word? Discuss. **10**

(b) Why do you use Mail Merge in MS-Word? Write the steps for mail merge. **6**

UNIT–III

6. (a) What are the features of MS-Excel? **8**

(b) Discuss various mathematical functions in MS-Excel using example. **8**

7. (a) How is validation applied in MS-Excel? Discuss. **8**

(b) What is the difference between freezing and hiding in MS-Excel? How these can be done? **8**

UNIT–IV

8. (a) What are various elements and features of presentation software? **8**

(b) Discuss various views of a presentation. **8**

9. (a) How transition, sound and time are applied to slides? Discuss **8**

(b) How are overhead transparencies speaker notes prepared in presentation software? **8**

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