

2056

B. Voc. (Hardware and Networking)
Second Semester
HWN-203: Personal Computing Software

Time allowed: 3 Hours

Max. Marks: 40

NOTE: Attempt five questions in all, including Question No. 1 which is compulsory and selecting one question from each Unit.

x-x-x

1. Explain the terms below: 8
- a) Concept of booting in DOS
 - b) Features of MS-Word
 - c) Spreadsheet
 - d) World Wide Web

UNIT - I

2. What do you mean by Disk Operating System? Differentiate between internal and external DOS command by giving syntax of four internal and external commands each. 8
3. Discuss the following: 8
- a) Batch Files
 - b) Types of Windows

UNIT - II

4. Discuss various types of Margins setting in MS-Word. 8
5. Write short note on: 8
- a) Mail-merge in MS-Word
 - b) Language setting and Thesaurus in MS-Word

UNIT - III

6. What are various types of Graphs and Charts used in MS-Excel? Discuss in detail. 8
7. Write short note on: 8
- a) Database Management in MS-Excel
 - b) Absolute and Relative Referencing

UNIT - IV

8. Write step by step procedure to integrate animation in power point presentation. 8
9. What are different access methods of Internet and discuss in detail the services provided on Internet. 8

x-x-x

