

(i) Printed Pages : 2

Roll No.

(ii) Questions : 9

Sub. Code :

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Exam. Code :

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**B.A./ B.Sc. (General) 1st Semester
(1129)**

COMPUTER SCIENCE

Paper : CS02–Theory–B–PC Software

Time Allowed : Three Hours]

[Maximum Marks : 30

Note :— Attempt **FIVE** questions in all, selecting **ONE** each from units **I-IV**. Question **I** is compulsory.

I. Compulsory Question :

- (a) What are batch files ?
- (b) How can you create and delete directories in DOS ?
- (c) What is line editor ?
- (d) What is Graphical User Interface ?
- (e) Explain formula for finding number of rows in an EXCEL sheet.
- (f) Discuss uses of autofill option in EXCEL. 6×1=6

UNIT—I

- II.** What files are loaded during DOS booting ? Differentiate between warm and cold booting. 6

III. Explain following commands along with their purpose, syntax and example :

- (a) Find
- (b) Wild Cards
- (c) Prompt

3×2=6

UNIT—II

IV. Explain anatomy of windows along with important features of windows operating system. 6

V. Explain the following :

- (a) Files and Folders
- (b) Windows Explorer
- (c) Recycle Bin

3×2=6

UNIT—III

VI. How can you use the following in MS WORD :

- (a) Inserting Equations
- (b) Page Formatting features

3,3

VII. What is mail merge ? Write steps to create 10 labels using mail merge. 6

UNIT—IV

VIII. (a) What is the use of charts in a spreadsheet software ? Explain different ways of using the chart along with an example showing steps for creating a bar chart. 3,3

- (b) What is MS PowerPoint used for ? Explain main features of the software.

IX. Explain the following :

- (a) Any two Mathematical Functions
- (b) Design Templates in a Presentation
- (c) Adding animation

2,2,2