

1059

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

I. Write a note on the following:-

- a) Files and Directory
- b) Auto text
- c) Spreadsheet
- d) WWW

(4x2)

UNIT – I

II. What do you mean by DOS? Explain with steps the booting process of DOS. (8)

III. What is Booting? Explain types of booting in detail. (8)

UNIT – II

IV. Define MS-Word and its importance. What are its features? (8)

V. Write short note on:-

- a) Header and Footer in MS-Word
- b) Margin Setting in MS-Word

(2x4)

UNIT – III

VI. Discuss in detail the concept of macros in MS-Excel. (8)

VII. Implement the following in MS-Excel:

- a) Filtering records
- b) Legends and gridlines to the graph

(2x4)

UNIT – IV

VIII. What is MS-PowerPoint? Discuss its features. (8)

IX. Explain the applications of internet in detail. (8)

x-x-x