

Exam.Code:0002

Sub. Code: 0194

1058

B.A./B.Sc. (General) Second Semester

Computer Applications

Paper – B: Application Software (OLD)

Time allowed: 3 Hours

Max. Marks: 65

NOTE: Attempt five questions in all, including Question No. IX (Unit-V) which is compulsory and selecting one question each from Unit I-IV.

x-x-x

UNIT – I

- I. What is DOS? Explain the difference between internal and external commands.(13)
- II. What is Windows? Discuss windows explorer and control panel in detail. (13)

UNIT – II

- III. What is Word? Describe the use of spell check, autocorrect and auto text in MS Word with help of examples. (13)
- IV. Elaborate applications and features of MS word. (13)

UNIT – III

- V. What do you mean by MX Excel? How can you insert formulas in MS Excel? (13)
- VI. How can you create, record and run macros in MX Excel? (13)

UNIT – IV

- VII. Describe animations and transitions in context of MS PowerPoint. (13)
- VIII. What is MS Access? Discuss applications and features of MS Access. (13)

UNIT – V

- IX. Write short notes on following:-
 - a) Auto Content Wizard (3)
 - b) Word Pad (2)
 - c) Macro (2)
 - d) Mail-Merge (2)
 - e) Batch Files (2)
 - f) DIR command in DOS (2)

x-x-x