

1058

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. Explain the terms below:-

- a) Cell Referencing
- b) Types of booting
- c) Files and Folders
- d) Control Panel

UNIT – I

II. Explain eight internal and eight external commands by giving example of each. (8)

III. Write short note on:-

- a) Graphical User Interface
- b) Types of Windows (8)

UNIT – II

IV. Discuss the concept of Mail-Merge in detail. (8)

V. Write short note on:-

- a) Header and Footer in MS-Word
- b) Margin Setting in MS-Word (8)

UNIT – III

VI. Discuss different types of Graphs and Charts in MS-Excel. (8)

VII. Discuss the concept of Macros in MS-Excel. (8)

UNIT – IV

VIII. Write short note on:-

- a) WWW
- b) Presentation Software (8)

IX. Define Internet. Discuss different services and applications of internet. (8)

x-x-x