1057
B.A./B.Sc. (General) Second Semester
Computer Application
Paper – B: Software Application (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. a) Give important characteristics of Disk Operating System (DOS).

b) Differentiate between external and internal commands. Explain with syntax, any two internal and two external commands.   (6,7)

II. a) Give important features of Windows Operating System.

b) Give important features of Wordpad. How Wordpad is different from Notepad?
                                                                        (6,7)

UNIT – II

III. a) How character and paragraph formatting is done in MS-Word?

b) Discuss Spell Check feature of MS-Word in detail.   (6,7)

IV. a) What is the use of Header and Footer in a document? How to insert header and footer in a document?

b) Explain the following:-

i) How to insert picture and Clip Art into a document?

ii) How to insert a table into a document? How to modify existing table?   (6,7)

UNIT – III

V. a) Discuss structure of a Workbook. Which operations can be performed on worksheets and how?
b) What is a range? How to apply formula on a range? Give example.   (9,4)

VI. a) How to sort data in MS-Excel? How to apply sorting at different levels?

b) What is a macro? How to create and use it? Explain with the help of an example.
                                                                        (6,7)

UNIT – IV

VII. a) How to create a presentation using Auto Content Wizard?

b) What do you understand by animation? How to apply animations over slides?
                                                                        (6,7)

P.T.O.

VIII. a) What is a database? How to create a database and a table in that database, in MS-Access?

b) How to edit existing table in MS-Access? How to change properties of fields of a table? (6,7)

UNIT – V

IX. Attempt the following:-

a) What is the use of wildcards in DOS?

b) What is Taskbar?

c) What is Autocorrect feature of MS-Word?

d) How to copy text from one document to another in MS-Word?

e) What is a cell in MS-Excel?

f) How to start Slide Show in MS-PowerPoint? (6x2)

g) What is Primary Key? (1)

x-x-x