1057
B. Voc. (Hardware and Networking)
Second Semester
VHN-202: Personal Computing Software (OLD)

Time allowed: 3 Hours   Max. Marks: 75

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? Differentiate between DOS and Windows.   (15)

II.   Discuss different types of booting. Explain the Booting Process in detail.   (15)

UNIT – II

III.   What are the components present on the standard toolbar of MS-Word? Give the description of each along with their shortcut keys.   (15)

IV.   Explain various steps of mail merging in MS-Word.   (15)

UNIT – III

V.   What are Macros? How macros are useful? Write the steps to record the Macros. (15)

VI.   What are the different types of charts available in MS-Excel? Write various steps to create the chart in MS-Excel.   (15)

UNIT – IV

VII.   a) Write the steps to create a presentation.

        b) What are the advantages of preparing a presentation?   (15)

VIII.   What are the different applications of Internet? Discuss.   (15)

UNIT – V

IX.   Write Short Notes on:-

        a) Files and Directories

        b) Features of DOS.

        c) MS-Word

        d) MS-Excel

        e) Internet and WWW.   (5x3)

x-x-x