

1057

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 questions from each Unit.

x-x-x

I. Write a note on:-

- a) Minimizing and maximizing a windows
- b) Icons
- c) Folders
- d) Auto text

(8)

UNIT – I

II. What is a Disk Operating System (DOS)? Explain with steps the booting sequence of DOS. (8)

III. Explain the following:-

- a) Anatomy of windows
- b) Internal and External DOS commands

(8)

UNIT – II

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

V. What is mail merging? How you can mail merge letters in MS-Word, write the steps. (8)

UNIT – III

VI. What are macros in MS-Excel? How the recording of macros can be performed? (8)

VII. Implement the following in MS-Excel:-

- a) Create a graph
- b) Add chart title, legends and gridlines to the graph

(8)

UNIT – IV

VIII. What is MS-PowerPoint? Why do we need it? How you can create a slide and add animation to it? (8)

IX. Explain internet and its different access methods. Also, state the applications of internet. (8)

x-x-x