

2013
B.A./B.Sc. (General)-1st Semester
Computer Science
CS02-Theory-B: PC Software

Time allowed: 3 Hours

Max. Marks: 30

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

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UNIT-I

- I. (a) What are internal and external commands? Explain three commands of each internal and external commands with examples (3+3)
(b) What are Batch files? What is the significance of Autoexec.bat file?
- II. (a) What are the wildcard characters? Write a command to copy all the files from D:\ drive to E:\ drive.
(b) What are command.com and config.sys? (3+3)

UNIT-II

- III. (a) How do you install a printer in Windows operating system?
(b) Write a procedure to rename a file or folder.
(c) How do you copy and move files and folders in Windows? (2+2+2)
- IV. (a) Write short notes on any two Windows Accessories.
(b) What is the function of Recycle Bin? (3+3)

UNIT-III

- V. (a) What are cut, copy and paste commands in MS WORD?
(b) How do you check the spellings in MS Word document? What is Autocorrect option? (2+2+2)
(c) How is global search and replacement of text performed in MS WORD?
- VI. (a) Explain the use of format painter tool in MS WORD
(b) Explain the Mail Merge feature of MS WORD. (3+3)

UNIT-IV

- VII. (a) How do you apply animations to the slides in MS-PowerPoint?
(b) How do you add audio and video in MS-PowerPoint slides?
(c) Give two statistical functions in MS EXCEL. (2+2+2)

(2)

VIII. (a) What is a worksheet? How do you do the following:-

- (i) Rename a worksheet
- (ii) Insert a new worksheet
- (iii) Delete a worksheet
- (iv) Move or copy the worksheet
- (v) Freeze the rows
- (vi) Split the worksheet into two vertical panes

(b) How do you create charts and graphs in a Spreadsheet? How do you add titles and legends to the charts? (3+3)

UNIT-V

IX. Attempt the following:-

- (a) What is a Line editor?
- (b) What is a Workbook?
- (c) What is Prompt command in DOS?
- (d) How do you insert a table in MS-WORD?
- (e) What is the difference between file and folder?
- (f) What is a slide sorter?

(6×1)

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