2054
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. I which is compulsory and selecting one question from each Unit.

x-x-x

I. Attempt the following:
   a) How do you rename a file in DOS?
   b) What is the function of the "Save As" option in Word?
   c) What is the purpose of the "Sort" function in Excel?
   d) What is the purpose of the Slide Master in PowerPoint?   (4 * 2)

Unit-I

II. (a) Explain any two internal commands in MS-DOS with example?   (4)

   (b) What is the significance of the CONFIG.SYS file in managing device drivers and system configuration during the boot process.   (4)

III. (a) What is the difference between a file and folder? What are the steps to rename a file?   (4)

   (b) Write short note on: Recycle bin and Control Panel.   (4)

Unit-II

IV. (a) What are the different ways to format a document in MS Word?   (4)

   (b) How can you insert images, tables, and charts in a Word document?   (4)

V. Explain the process of performing a Mail Merge in Microsoft Word? Discuss its purpose in creating personalized documents such as letters, envelopes, labels, or email messages for a large number of recipients.   (8)

Unit-III

VI. Discuss five MS Excel formulas in detail?   (8)

VII. (a) Describe the benefits of using graphs and charts in Microsoft Excel.   (4)

   (b) What is cell referencing? Differentiate between relative and absolute cell referencing?   (4)

Unit-IV

VIII. (a) What is Powerpoint? What are its features and advantages?   (4)

   (b) Discuss the use of animations and transitions in PowerPoint slides.   (4)

IX. (a) What is a web browser, and how does it facilitate access to the internet?   (4)

   (b) How has the internet revolutionized communication methods in the modern era?   (4)

x-x-x