2072
B. Voc. (Hardware and Networking)
Second Semester
HWN-203: Personal Computing Software

Time allowed: 3 Hours                                                    Max. Marks: 40

*NOTE:* Attempt <u>five</u> questions in all, including Question No. I which is compulsory and selecting one question from each Unit.

x-x-x

I.    Explain the terms below:-

    a)   Explain the concept of root directory and sub directory in DOS.

    b)   What is the function of spelling and grammar in MS-word?

    c)   Differentiate between spreadsheet and worksheet.

    d)   Differentiate between animation and multimedia.                    (4x2)

## UNIT - I

II.   What do you mean by DOS? Describe any six internal command and external command using their syntax and an example of each.                        (8)

III.  Discuss anatomy of windows in detail.                                    (8)

## UNIT - II

IV.   Discuss the process of installation of word processing software          (8)

V.    Discuss the step-by-step Mail-Merge process to create a birthday invitation.   (8)

## UNIT - III

VI.   How cell referencing is done in MS-Excel? Demonstrate by giving example.   (8)

VII.  Discuss different types of Graphs in MS-Excel                            (8)

## UNIT - IV

VIII. Discuss the evolution of Internet.                                       (8)

IX.   How does animation and multimedia can be incorporated in power point presentation?                                                               (8)

x-x-x