2041
B.A./B.Sc. (General) First Semester
Computer Science
CS-02-Theory-B: PC Software

Time allowed: 3 Hours   Max. Marks: 30

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

x-x-x

I.   Write short notes on the following:-

a)   Animations

b)   Macros

c)   Headers and Footers

d)   Recycle Bin

e)   Windows Explorer

f)   Wild Cards   (6x1)

UNIT – I

II.   a) Differentiate between internal and external commands of DOS.

b) Discuss the following commands:-
Date, Time, Prompt, Backup, Restore, Attrib   (2x3)

III. a) What are Batch Files? Discuss the steps to make a batch file auto executable.

b) Write the batch file to print date, time and contents of present directory.   (2x3)

UNIT – II

IV.   a) Differentiate between Widows and DOS.

b) Discuss the anatomy of Windows.   (2x3)

V.   Write short note on:-
a)   Control panel
b)   My computer
c)   Graphical user interface   (3x2)

UNIT – III

VI.   a) What is spell check? Discuss the steps to add a new word to dictionary in spell check.
b) Discuss the steps to merge documents in word.

VII.   a) What picture formatting tools are available in toolbar? Discuss in detail.

b) Discuss the page formatting options in word.   (2x3)

UNIT – IV

VIII.   a) Design a formula using excel functions to find if a student is pass or fail. The condition is : Pass if marks are more than 40 in all 5 subjects.

Make all assumptions required and mention them in the answer.

b) Discuss the filtering option in excel.   (4,2)

IX.   a) How do you add a new design template and select it for a presentation. Discuss the steps.

b) Discuss how animation is added to the presentation for: Slide transition and text.   (2x3)

x-x-x