2071
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.   Explain the terms below:-

a) PROMPT command

b) Auto text in word processing package

c) Calculations using auto fill in worksheets

d) Animation and Multimedia   (4x2)

UNIT - I

II. Explain the following:-

a) Wildcard Characters

b) Types of DOS commands   (2x4)

III. Discuss different operations on Windows in detail.   (8)

UNIT - II

IV. What do you mean by Margin setting in word processing package? Discuss the types of margin setting in detail.   (8)

V.   Discuss the following in detail with respect to word processing package.

a) Text creation and manipulation

b) Working with tables   (2x4)

UNIT- III

VI. Discuss the installation process of spreadsheet?   (8)

VII. Differentiate between absolute and relative cell referencing.   (8)

UNIT - IV

VIII. Discuss the following:-

    a) Internet

    b) Features of Presentation Package   (2x4)

IX. How charts can be incorporated in presentation slides? Discuss in detail.   (8)

x-x-x