

2012  
B.A./B.Sc. (General) First Semester  
Computer Science  
Paper - B (CS02): 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.

x-x-x

**UNIT - I**

- I. What do you understand by batch file? Describe the use of AUTOEXEC.BAT file in detail. (6)
- II. What is internal command? Explain any five internal commands of DOS with proper syntax. (6)

**UNIT - II**

- III. Describe the use of recycle bin and my computer in Windows Operating System. (6)
- IV. What is control panel? Explain the role of control panel in windows. (6)

**UNIT - III**

- V. What do you mean by Word-processor? Explain the features of Word-processor in detail. (6)
- VI. Define mail-merge. How can you merge documents using mail-merge in any word-processor? (6)

**UNIT - IV**

- VII. What is MS-PowerPoint? Describe the features of MS-PowerPoint in detail. (6)
- VIII. What is Spread-sheet? How can you insert graphs in spread sheets? (6)

**UNIT - V**

- IX. Write short notes on following:-
  - a) FORMAT command
  - b) RENAME command
  - c) Transitions
  - d) Spell check
  - e) Windows explorer
  - f) Macro in spread-sheet

(6x1)

x-x-x

