

Punjab Technical University
Master of Computer Application Examination

MCA 5th Semester WINDOWS BASED PC SOFTWARE 2006

Time: Three hours Maximum: 100 marks

PART A Answer ALL questions. (8 x 5 = 40 marks)

1. (a) Explain the steps for installing windows applications. Or (b) Explain the different types of tabs?
2. (a) Differentiate between footnotes and end notes? Or (b) Explain the various ways of formatting a paragraph in a document?
3. (a) How do you create columns in a document? Or (b) How do you move and copy text in a word document?
- 4.(a) What do you mean by Templates and wizards? Or (b) What is Autosummarize? Explain its use?
- 5.(a) What are the various types of data that can be entered in a cell? Or (b) What are the various components of a chart?
- 6.(a) What are the steps involved in moving and copying? Or (b) Explain the various date and time functions in Excel.
7. (a) What are the various presentation options? Or (b) How do you send and receive an E-mail?
8. (a) How are Toolbox controls used in designing a form? Or (b) How do you create a Macro?

PART B Answer ALL questions. (5 x 12 = 60 marks)

9. (a) Discuss the various Built-in applications available in windows. Or (b) Explain the following:
- 10.(a) Explain the basic procedure for creating and applying a style in word.
Or
(b) Write short notes on Auto correct option with an example.
- 11.(a) Explain how to format a worksheet.
Or
(b) List out some additional formatting commands in Excel.
- 12.(a) What is Boot Virus? Explain how it can be eliminated to cure the system.
Or
(b) Explain how movies and sounds are inserted in a power point presentation.