

1258/A14

MAY 2008

PC SOFTWARE FOR WINDOWS

Time : Three hours Maximum : 100 marks

PART A — (6 × 5 = 30 marks)

Answer any **SIX** questions.

1. Explain elements of Program Manager Window.
2. Describe the usage of File manager and Program manager in Windows.
3. Explain various page setup commands.
4. Explain inserting foot notes and endnotes in word document.
5. Explain how to align data in Work sheet cells with an example.
6. Explain how to format work sheet with example.
7. Explain how to fill and replacing data in work sheet.
8. Explain the use of advanced filter and auto filters.

9. Explain DTP.
10. Explain briefly computer viruses.
19. (a) Explain multiple worksheets and Macro in MS-Excel.
(b) List any ten symptoms of Computer viruses.

PART B — (4 × 10 = 40 marks)

Answer any FOUR questions.

11. Explain format of a window.
12. Explain spell checking and selecting styles in Ms-word.
13. Discuss the graphics feature of Word.
14. Explain moving, copying, inserting and deleting rows and columns in Excel.
15. Explain briefly databases in a worksheet.
16. Explain Major types of computer viruses.

PART C — (2 × 15 = 30 marks)

Answer any TWO questions.

17. Write an essay on the Windows help menu in detail.
18. (a) Discuss the formatting table in Word.
(b) Explain the Mail merge feature of Word and application of the same with example.