

9201/A14

OCTOBER 2010

PC SOFTWARE FOR WINDOWS

Time : Three hours

Maximum : 100 marks

PART A — (6 × 5 = 30 marks)

Answer any SIX questions.

1. Write short note on Multitasking in Windows.
2. Explain Windows GUI.
3. What is the use of page setup in word? Explain.
4. Explain the steps in changing the width and height in a table.
5. List the advantages of using an Spreadsheet.
6. How will you format a work sheet? Explain.
7. Explain the financial functions in Excel.
8. Write a short note on Drawing tools in Excel.

9. Explain the use of combining several files in a publication.

10. How computer viruses are spreading?

PART B — (4 × 10 = 40 marks)

Answer any FOUR questions.

11. Explain the menus in Windows.

12. Explain Spell checking and Clip art in MS-WORD.

13. Explain aligning paragraphs and indenting paragraphs.

14. Write short note on organization of worksheet area.

15. Explain the use of specifying naming range in Excel.

16. List the features of DTP.

PART C — (2 × 15 = 30 marks)

Answer any TWO questions.

17. Explain the common elements of application windows.

18. What is a database? Explain the working of database in a worksheet.

19. Explain the following :

(a) Symptoms of computer virus.

(b) E-mail.