9211/A14   OCTOBER 2009

PC SOFTWARE FOR WINDOWS

Time : Three hours   Maximum : 100 marks

PART A — (6 × 5 = 30 marks)

Answer any SIX questions.

1.   What are templates? How are they created?

2.   What is the use of Headers and Footer option?

3.   Explain the features of MS-WORD.

4.   Describe page formatting options in Excel.

5.   How is a worksheet formatted? Explain.

6.   What are the features of PowerPoint?

7.   Explain Mathematical functions with examples.

8.   What is DTP? Explain.

9.   How graphics is applied to a presentation?

10.   Explain the types of viruses.

PART B — (4 × 10 = 40 marks)

Answer any FOUR questions.

11.   Write short notes on :

      (a) Borders and shading (b) Tabs.

12.   Describe database functions with example.

13.   Explain the options available in the standard t
bar.

14.   Describe the various options in view menu
MS-WORD.

15.   How can use prevent virus from our system?

16.   Explain mixed mode referencing with example.

PART C — (2 × 15 = 30 marks)

Answer any TWO questions.

17.   Explain the use of Mail Merge option in detail.

18.   How macros and multiple worksheets are crea
in MS-EXCEL? Explain.

19.   Describe custom Animation and slide transition
PowerPoint.

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