

7207/A14

OCTOBER 2008

PC SOFTWARE FOR WINDOWS

Time : Three hours Maximum : 100 marks

PART A — (6 × 5 = 30 marks)

Answer any SIX questions.

1. Define Multitasking with an example.
2. What is the use of Format Painter in MS Word?
3. How do you set the column width and row height in MS Word
4. Explain AutoFormat feature in MS Excel.
5. Describe the applications of Spreadsheet.
6. How numbers can be formatted in MS Excel? Explain.
7. Explain Mathematical functions with examples.
8. What is the use of What-If Analysis in MS Excel?

PART C — (2 × 15 = 30 marks)

Answer any TWO questions

17. Explain Templates and Wizards in MS Word.
18. Describe moving, copying, inserting and deleting rows and columns in MS Excel.
19. Explain Macros and Multiple worksheets in MS Excel.

9. Explain the uses of MS PowerPoint.

10. Explain briefly Computer Viruses.

PART B — (4 × 10 = 40 marks)

Answer any FOUR questions

11. Write short notes on
 - (a) Choosing Font
 - (b) Inserting Special Characters.
12. Explain the use of Find and Replace in MS Word.
13. Discuss the options in Drawing toolbar in MS Word.
14. How charts are created in MS Excel.? Explain.
15. Write short notes on :
 - (a) Changing Text Alignment and Orientation
 - (b) Format Painter.
16. Explain the features of DTP.