

**5214/A14**

**MAY 2011**

**PC SOFTWARE FOR WINDOWS**

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Time : Three hours

Maximum : 100 marks

**PART A — (6 × 5 = 30 marks)**

Answer any SIX questions.

1. How are tables inserted in Ms-Word?
2. How will you change the background in a page of Ms-word?
3. What is the importance of print layout in Word?
4. What are rows and columns in Ms-Excel?
5. What is a worksheet?
6. What is the use of Labels in Excel?
7. What are the features of Ms-powerpoint?
8. Explain the slide sorter view?

