DIPLOMA IN COMPUTER APPLICATION

SEMESTER-I—EXAMINATION, MAY/JUNE, 2015

P.C. PACKAGES (WORD, EXCEL, POWERPOINT)

Unit-I

Q.1 (a) : Explain the process of installing a new hardware.

(b) : In windows, what do you understand by dialog box? Explain with example.

(Or)

Q.2 : Define the following terms :
- (i) Desktop Icons
- (ii) Windows Explorer
- (iii) My Documents
- (iv) Modem

Unit-II

Q.3 : Explain briefly the different Page Views and layouts in MS-Word.

(Or)

Q.4 : Write short notes on the following :
- (i) Borders and Shading
- (ii) Printing Features of MS-Word.

Unit-III

Q.5 : Write steps for the following in MS-Word :
- (i) Converting Text to Table and Table to Text
- (ii) Changing space between Lines

(Or)

Q.6 : Explain "Find and Replace" and "Tabs and Indents" in MS-Word.

Unit-IV

Q.7 (a) : Explain various data types of MS-Excel.

(b) : Differentiate between the following :
- (i) Workbook and Worksheet
- (ii) Formula and Functions

(Or)

Q.8 : What do you understand by Functions in MS-Excel. Explain Mathematical and Statistical functions with example.

Unit-V

Q.9 : Explain the different views of MS-PowerPoint Presentation.

(Or)

Q.10 : Write short notes on the following :
- (i) Features of Outlook Express
- (ii) Printing Notes and Handouts
- (iii) Master Slides