

DIPLOMA IN COMPUTER APPLICATION

SEMESTER-I—EXAMINATION, DEC. 2013/JAN. 2014

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

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Unit-I

Q.1 : Explain MS-Windows and its features in detail.

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(Or)

Q.2 : Explain the process of managing Accessories and Windows setting using control panel.

Unit-II

Q.3 : Explain Wizards and Templates with reference to MS-Word.

(Or)

Q.4 : What are various components of MS- Office package? Also explain their requirements.

Unit-III

Q.5 : How will you insert page number, pictures, files and symbols in MS-Word document?

(Or)

Q.6 : Explain the concept of Importing and Exporting to and from various formats in MS-Word.

Unit-IV

Q.7 : What is MS-Excel? Also explain the concept of Workbook and Worksheet.

(Or)

Q.8 : Explain various data-types of MS-Excel. Also explain different features of Date and Text.

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Unit-V

Q.9 : Explain Outlook express with its features and uses.

(Or)

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Q.10 : Explain in detail steps of designing and presentation of a slide show to PowerPoint.

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