

DIPLOMA IN COMPUTER APPLICATION

SEMESTER-I—EXAMINATION, MAY/JUNE, 2013

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

a2zSubjects.com

Unit-I

a2zSubjects.com

- Q.1 : Explain features of Windows Operating System and also write about its various versions.
Q.2 : Explain Control Panel and all its features in detail.

Unit-II

- Q.3 : What do you mean by Word-Processing? Explain main features of MS-Word in detail.
Q.4 : Explain Bullets and Numbering features of MS-Word in detail.

Unit-III

- Q.5 : Explain Header and Footer option in MS-Word, and explain various settings of Header and Footer.
Q.6 : Write steps to create a table in MS-Word. Explain the steps to convert text to table and table to text.

Unit-IV

a2zSubjects.com

- Q.7 : Write short notes on the following with reference to MS-Excel :
(i) Column freezing; (iii) Splitting Cells;
(ii) Hiding Cells/Rows/Columns; (iv) Removing and Resizing of Columns and Rows.
Q.8 : What are various charts available in MS-Excel? Write steps to create chart in MS-Excel.

a2zSubjects.com

Unit-V

- Q.9 : How will you add sound and movie to a slide in PowerPoint?

Q.10 Explain in details Outlook Express. Write Steps for configuring outlook express for accessing e-mail in MS-Office.

a2zSubjects.com