M. Sc. (Sem. I) (CA & IT) Examination
April/May - 2014
CC-104 : Introduction To PC Packages & OS
(New Course)

Time : 3 Hours] [Total Marks : 70

1  (a) Answer the following : 5
(i) Booting process
(ii) Batch file
(iii) Wild Card Character
(iv) Task Bar
(v) Icon
(vi) Recycle Bin

(b) Answer the following : (any three) 12
(i) Difference between DOS and Windows.
(ii) Explain Del, RD and Deltree command in detail.
(iii) Explain FIND command with its option.
(iv) Explain Accessories and control panel.

2  (a) Answer the following : (any three) 6
(i) What is use of Header and Footer ?
(ii) Difference between paste and paste special.
(iii) Portrait and Landscape page orientation
(iv) Difference between Undo and Redo.

(b) Answer the following : (any three) 12
(i) What is Mail-Merge ? Explain steps for create a mail merge.
(ii) Write a short note on page set up dialog box in MS-word.
(iii) Explain print dialog-box with option.
(iv) What is Macro ? Write a step to create Macro.

BAL-2354] 1 [Contd....
3 (a) Answer the following: (any two)
   (i) Difference between function and formula.
   (ii) Explain any three maths function in MS-Excel.
   (iii) What is CELL, Active CELL, Range.

(b) Answer following: (any three)
   (i) What is Graph? How many types of Graph in MS/Excel discuss it.
   (ii) Explain pivot-table. Write a step to create pivot table.
   (iii) What is filter? How many type of filter in MS-Excel? Discuss it.
   (iv) What is conditional formatting? Write a step to apply conditional formatting.

4 (a) Answer the following:
   (i) Slide-Transition
   (ii) Primary key
   (iii) Report
   (iv) Form
   (v) Sub-query
   (vi) Macro

(b) Answer following: (any three)
   (i) Explain data-types in MS-Access.
   (ii) Describe different field property in MS-Access.
   (iii) What is Custom Animation? How can give different types of effect in MS-Power Point.
   (iv) What is form? Write a step to create a form.