



BAL-2354

Seat No. _____

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.

- 3 (a) Answer the following : (any two) 5
- (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) 12
- (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 formating ? Write a step to apply conditional formating.
- 4 (a) Answer the following : 6
- (i) Slide-Transition
 - (ii) Primary key
 - (iii) Report
 - (iv) Form
 - (v) Sub-query
 - (vi) Macro
- (b) Answer following : (any three) 12
- (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.
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