

**AA-1830**  
**(100) Diploma In Computer Application**  
**Term End Examination, 2021-22**  
**WINDOWS & PC PACKAGES**

**Time : 3 hours]**

**[Maximum Marks : 100**

1. (a) What is the difference between DOS Internal and External Commands. 2×10=20  
(b) Describe how to create folders and shortcuts in windows.  
(c) Write features of MS Word.  
(d) Write steps for creating a new document on MS-Word.  
(e) Write usage of Power Point.  
(f) Write steps for sorting data in MS-Excel.  
(g) Write steps for inserting videos to a slide.  
(h) Write steps for creating Table on MS WORD.  
(i) Write the file extension of MS Word, MS-Excel and MS Power Point.  
(j) Write steps for setting Password in Power Point.
2. What is DOS ? Explain any five internal commands of DOS with examples. 16
- OR**
- (a) What are the features of Windows ? 8  
(b) Explain how to install and uninstall software programs in a computer ? 8
3. Explain how you can format paragraph and page in MS-WORD in detail. 16
- OR**
- (a) Describe different page views and layouts in MS-WORD. 8  
(b) Write steps for creating Bullets in MS-WORD. 8
4. Explain Mail Merge in MS-WORD in detail. 16
- OR**
- (a) Write steps for creating Headers and Footers in MS-WORD. 16  
(b) In MS-WORD how you can insert page numbers and pictures ?  
(c) How you can check spelling in MS-WORD ?
5. Explain any five Mathematical Functions in MS-EXCEL with suitable examples. 16
- OR**
- (a) Explain how you can create a chart in MS-Excel with suitable example. 8  
(b) Describe different types of charts available in MS-Excel with diagram. 8
6. Explain how you can create a new presentation ? Explain how to insert, delete and copy slide in MS Power Point ? 16
- OR**
- (a) Write short note on Wizards in Power Point. 8  
(b) Explain how to create an effective Power Point presentation using MS-Power Point. 8