



**AI-1623**

**D. C. A.**

**Term End Examination, 2020-21**

**Paper : Second**

**WINDOWS and PC PACKAGES**

**Time Allowed : Three hours**

**Maximum Marks : 100**

**Minimum Pass Marks : 33**

**Note : Answer from both the sections. All questions carry equal marks.**

**Section-A**

1. (a) Define Recycle bin.
- (b) Write steps to copy a file from one drive to another.
- (c) Write names of Allignment in MS-Word.

- (d) Write any two area where microsoft word is used.
- (e) Explain find and replace.
- (f) Write steps to export file.
- (g) Write any two area where excel is used.
- (h) Describe cell formating.
- (i) What is slide show?
- (j) What do you mean by Wizard?

**Section-B**

2. Define windows and explain their features and windows setting.

**Or**

Explain the following :

- (a) Executable and non-executable file
- (b) Windows Explorer

3. Explain paragraph, text and page formatting in word.

**Or**

Explain different print option and steps to print document.

4. Explain margins and space management in MS-Word.

**Or**

Explain the following in MS-Word :

- (a) Mail Merge
- (b) Header & footer

5. Describe different chart with suitable example used in excel.

**Or**

Explain the following in MS-Excel :

- (a) Column Freezing
- (b) Data types

6. Write steps to create PowerPoint presentation of your college (Minimum 6 Slide).

**Or**

Explain the following in PowerPoint :

- (a) Adding graphics and sound in slide
- (b) Presentation of a slide show