

STAR INFOTECH COLLEGE DEOLI

MODEL PAPER PC SOFTWARE 2018

Part A

1. What is ms windows ?
2. Define find and replace command .
3. What is drop cap
4. Write extension of excel file , word file and power point file .
5. What is auto correct , auto text and auto fill .
6. What is hyperlink ?
7. Define the difference between CUI and GUI
8. Define the difference between paste and paste special .
9. How can set the size of recycle bin
10. Define book mark and run command

Part B

11. What is macro define its steps
12. Define the difference between notepad and wordpad also define accessories tools.
13. How can you show the hidden files and folders in window explorer .
14. Explain animation in power point ?
15. Explain standard toolbar in ms word.

Part C

16. What is control panel ? explain control panel components .how software installed in computer.

Or

What is ms word? Explain mail merge features and steps to create a mail merge document .

17. Define the pivot table in ms excel also describe types of charts used in ms excel.

Or

What is formula .define main formula used in ms excel .also discuss about sort and filter.

18. What is the main work of slide transition option in slide show menu .how an organization chart can be inserted into a slide .give the steps .

Or

Write short on –

- (a) Features of ms windows
- (b) Rehears timing
- (c) Slide sorter view
- (d) Action button and handout
- (e) Slide master and notes master
- (f) Goal seek and data validation