Roll No.

Total Pages : 3

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COMPUTER SCIENCE
(PC Software)
Paper–II

Time : Three Hours]   [Maximum Marks : $\begin{cases} \text{B.Sc. : 40} \\ \text{B.A. : 25} \end{cases}$

Note : (i) Attempt *five* questions in all.
    (ii) Question No. 1 is compulsory.
    (iii) Select *one* question from each unit.
    (iv) All questions carry equal marks.

Compulsory Question

1. (a) What do you mean by Windows clipboard ?
    (b) Write the steps to change the Date/Time of your system.
    (c) What do you mean by Office Automation ?
    (d) Distinguish between Relative and Absolute references in Excel.

UNIT–I

2. Write short notes on the following Windows accessories :
    (a) Paint.
    (b) Word Pad.
    (c) Sound Recorder.
    (d) Windows Media Player.

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3. (a) What is Wallpaper ? Write steps to change the wallpaper of the Desktop.
    (b) What is the purpose of Start button ? Explain various options under Start menu.

UNIT–II

4. (a) What do you mean by Style in MS-Word ? Write the steps to create a new style.
    (b) Explain various steps to add a Header and Footer in your document.

5. (a) What do you mean by Auto-Fit in MS-Word ? Write various steps to use Auto-Fit feature in your document.
    (b) Write the steps to create and use a Mcro in MS-Word.

UNIT–III

6. Explain following functions by using example :
    (a) AVERAGE()
    (b) SQRT()
    (c) IF()
    (d) ROUND().

7. (a) Explain validation features in MS-Excel by using example.
    (b) What is Data Table ? Explain steps to create the one-variable data table by using suitable example.

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UNIT–IV

8. (a) Write steps to add ClipArt in your presentation.

(b) Write steps to insert a chart in your presentation.

9. (a) Write steps to insert in-built sound effect in a slide.

(b) What do you mean by Animation ? Explain steps to apply Custom animation effects.