

Exam. Code : 404401

Subject Code : 5118

**Diploma Course in Computer Application (Full Time)**  
**Ist Semester**

**PC COMPUTING-I**

**Paper-II**

Time Allowed—3 Hours]

[Maximum Marks—50

**Note :—**Attempt any **five** questions, selecting at least **one** from each section. **All** questions carry equal marks.

**SECTION—A**

1. Discuss in detail the evolution of Windows operating system. 10
2. (a) What are the different components of a windows screen ? Explain the purpose of each component. 7
- (b) Distinguish between application windows and document windows. 3

**SECTION—B**

3. What are the different parts of MS Word's window ? Explain the role of each part. 10
4. Write short notes on the following in context with MS Word :
  - (a) Margins and gutters
  - (b) Line spacing
  - (c) Page breaks
  - (d) Increasing line spacing 4×2.5=10

**SECTION—C**

5. (a) How header and footers are inserted in MS Word document ? 3
- (b) How different header and footer are inserted for odd and even pages of a MS Word document ? 4
- (c) How current date and page numbers are inserted in footer ? 3
6. Write the procedure for the following in context with MS Word :
- (a) Applying borders and shading
- (b) Using frames
- (c) Drawing objects
- (d) Templates and wizards.  $4 \times 2.5 = 10$

**SECTION—D**

7. Write short notes on the following :
- (a) Slide designs in Power Point
- (b) Slide sorter view
- (c) Outline view
- (d) Printing multiple slides on a single page.  $4 \times 2.5 = 10$
8. Write the procedure of creating Power Point presentation with different types of multi-media contents. 10