

Exam. Code : 404401

Subject Code : 7223

Diploma Course in Computer Application

(Full Time) 1st Semester

PC COMPUTING—I

Paper—II

Time Allowed—3 Hours] [Maximum Marks—50

Note :— Attempt any **FIVE** questions, selecting at least **ONE** question from each Section. All questions carry equal marks. The **FIFTH** question may be attempted from any Section.

SECTION—A

1. What are the different components of a Windows screen ? Explain the purpose of each component. 10
2. Discuss in detail the various facilities provided by Windows Explorer. 10

SECTION—B

3. Write the different methods of opening, saving and closing MS-Word files. 10

4. Write the procedures for the following :

- (a) Setting indent and outdents.
- (b) Inserting column and page breaks
- (c) Setting margins and gutters of a page
- (d) Setting different types of section breaks.

$$4 \times 2\frac{1}{2} = 10$$

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 ?

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(c) How current date and page number are inserted in footer ? 3

6. Write the procedure for the following in context with MS Word :

(a) Applying borders and shading

(b) Creating word templates

(c) Using position objects

(d) Inserting graphics.

$$4 \times 2\frac{1}{2} = 10$$

SECTION—D

7. Write short notes on the following :

- (a) Slide designs in PowerPoint.
- (b) Slide sorter view.
- (c) Outline view.
- (d) Printing multiple slides on a single page.

$4 \times 2\frac{1}{2} = 10$

8. Write the procedure of creating PowerPoint presentation with different types of multi-media contents. 10