

Exam. Code : 404401

Subject Code : 6515

Diploma Course in Computer Application (Full Time)

1st Semester (Batch 2021-22)

PC COMPUTING—I

Paper—II

Time Allowed—3 Hours] [Maximum Marks—50

Note :— Attempt *five* questions in all, selecting at least *one* question from each section. The *fifth* question may be attempted from any section. All questions carry equal marks.

SECTION—A

1. Discuss in detail the evolution of Windows Operating System. 10
2. Discuss the purpose of any five applications available under Control Panel. 10

SECTION—B

3. Write the different methods of opening, saving and closing MS-Word files. 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. Write the procedure for the following tasks in context with MS-Word :
 - (a) Selecting whole table
 - (b) Inserting rows in table
 - (c) Merging table cells
 - (d) Border and shading. 4×2.5=10
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. 4×2.5=10

SECTION—D

7. What are the different types of views available in MS-PowerPoint ? Write the purpose of each type of view. 10
8. Write the procedure of creating PowerPoint presentation with different types of multi-media contents. 10