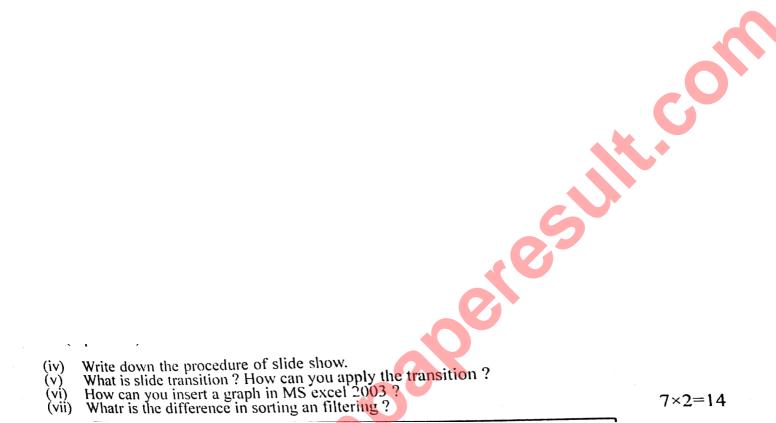
## Window Operating System - B

		um Marks :70
Note	e: Attempt <i>one</i> question each from Sections A, B,C and D and the entire Section carry equal marks.	E. All questions
	Section - A	<b>&gt;</b>
1.	Define the term Window. Describe the oprocedures for opening, closing, resizing window in the XP environment.	ng and arranging
2.	What do you mean by desktop? Name various desktop items of windows XP a	nd write in brief
	about each of them.	14
3.	Section - B What are various toolbars displayed in MS Word 2003 Window? What are func	tions of standard
J.	and formatting toolbars?	14
4.	Explain following utilities of MS Word 2003:	• •
	<ul><li>(a) Checking of grammar and spelling</li><li>(b) Find and replace</li><li>(c) Templates.</li></ul>	5.5.4
	Section - C	5,5,4
5.	Discuss the different elements of Power Point Package in detail.	14
6.	Describe the prodedure of creating a new slide in MS Power Point 2003. What a of editing and formation a slide?	re different ways
	Section - D	14
7.	What are salient features of MS Excel 2003? How text, date, and numeric values are Excel work short?	es can be entered
8.	into an Excel work sheet? Write in brief about querying of databases an creations of reportin MS Access	14
ο.	Section - E	s. 14
9.	Answer the following 3-5 lines each:	
	(i) What do you mean by Disk clean up? How Disk clean up can performed (ii) Write in brief about find and replace utility in MS Word 2003. (iii) What do you mean by print preview? What is it required?	d in Window XP?
	(III) What so seemed;	
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