Window Operating System – B

Time Allowed: Three Hours   **Maximum Marks :70**

Note : Attempt *one* question each from Sections A, B,C and D and the entire Section E. All questions carry equal marks.

Section - A

1. Define the term Window. Describe the oprocedures for opening, closing, resizing and arranging window in the XP environment.   14

2. What do you mean by desktop ? Name various desktop items of windows XP and write in brief about each of them.   14

Section - B

3. What are various toolbars displayed in MS Word 2003 Window ? What are functions of standard and formatting toolbars ?   14

4. Explain following utilities of MS Word 2003 :
   (a) Checking of grammar and spelling   (b) Find and replace
   (c) Templates.   5,5,4

Section - C

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 are different ways of editing and formation a slide ?   14

Section - D

7. What are salient features of MS Excel 2003 ? How text, date, and numeric values can be entered into an Excel work sheet ?   14

8. Write in brief about querying of databases an creations of reportin MS Access.   14

Section - E

9. Answer the following 3-5 lines each :
   (i) What do you mean by Disk clean up ? How Disk clean up can performed in Window XP?
   (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 ?

(iv)   Write down the procedure of slide show.
(v)   What is slide transition ? How can you apply the transition ?
(vi)   How can you insert a graph in MS excel 2003 ?
(vii) Whatr is the difference in sorting an filtering ?   7×2=14