

COMPUTER SCIENCE Paper-A01

(P.C. Software Under Windows)

Time Allowed : 3 Hrs.

Maximum Marks : 60

Note: Attempt five questions in all by selecting one question each from Sections-A, B, C and D. Section-E is compulsory. All questions carry equal marks.

SECTION-A

1. (a) What is DOS ? Compare and contrast internal and external commands.
(b) Explain any six commands of DOS with examples.

2. (a) What is AUTOEXEC.BAT ? Discuss its utilization. 7
 (b) What do you mean by wild cards ? Describe the use of wild cards in DOS. 6

SECTION-B

3. (a) What is Control Panel ? Explain in detail. 7
 (b) Describe the features of Windows operating system. 6
 4. (a) What do you mean by Graphical User Interface ? Explain benefits of it. 7
 (b) Write a brief note on recycle bin and Windows Explorer. 7

SECTION-C

5. (a) Explain the use of spell check and auto-correct i word processing. 7
 (b) What is Mail Merge ? Describe different steps for mail merge. 6
 6. (a) How can you add headers and footers in a document ? 7
 (b) Discuss the concept of editing and formatting in MS-Word. 6

SECTION-D

7. (a) What do you mean by Macro ? Describe steps to create a macro in Spread Sheet. 7
 (b) Elaborate different advantages of Spread Sheet. 6
 8. (a) What is a Animation ? How can you create animations in MS-PowerPoint ? 7
 (b) How can you create a formula in MS Excel ? Explain with examples. 6

SECTION-E

(Compulsory Question)

9. Write short notes on the following :
 (a) Find and Replace in MS-Word. 2
 (b) XCOPY command in DOS, 2
 (c) Labels envelops in MS-Word. 2
 (d) Design templates in MS-PowerPoint. 2
 (e) Cell in Spread Sheet. 2
 (f) Multitasking. 3