

Roll No. ....

Total Pages : 4

**4186/MJ**

G-4/2051

**INTRODUCTION TO WINDOWS**

**AND MS-OFFICE**

Paper-ECO-206

Semester-II

Time allowed : 3 Hours] [Maximum Marks : 50

**Note:** The candidates are required to attempt two questions each from section A and section B carrying 7½ marks each and the entire section C consisting of 10 questions carrying 2 marks each.

**SECTION-A**

1. List various operations which can be performed from through control panel in windows. Explain any two in detail. 7½

4186/MJ/1332/W

[P.T.O.

2. (a) What are basic components of windows? 3½  
(b) What do you mean by an icon? What are different ways to create a new icon? 4
3. What are the advantages of MS-WORD? Explain the mail-merge feature of MS-WORD in detail. 7½
4. (a) What is the use of headers and footers in a word document? How Page numbers can be inserted in the header and footers? 3½  
(b) What are the various methods of deleting a character, word, line, paragraph from a document? 4

**SECTION-B**

5. What are the various types of charts and graphs available in Excel? Discuss in detail. 7½
6. (a) Define and distinguish between work sheet and work book in Excel? 3½

4186/MJ/1332/W

2

- (b) What do you mean by Cell, Cell Pointer and Cell Address? 4
7. What is MS PowerPoint? What are the elements of PowerPoint package? Briefly discuss each. 7½
8. What is slide transition? How can you choose and apply the transition to a slide? How the time intervals can be set between different slides of the slide show? 7½

### SECTION-C

9. Attempt all questions : 2×10 = 20
- (i) What is Minimizing and Maximizing of windows? What are its advantages?
- (ii) What is the use of Recycle Bin?
- (iii) Differentiate between 'save' and 'save as'.
- (iv) What do you mean by Justification? What are the various text justifications that can be performed?

- (v) What are the uses of Auto Correct Option?
- (vi) What is the purpose of Undo and Redo operations?
- (vii) Differentiate between Workbook and Worksheet.
- (viii) Differentiate between Absolute and Relative Cell Addressing?
- (ix) How will you add clip art in Power Point?
- (x) What are various slide layouts in Power Point?