Roll No. ....   Total Pages : 03

GSE/D-21   808

COMPUTER SCIENCE
Paper : II
PC Software

Time : Three Hours]   [Maximum Marks : 40

Note : Attempt *Five* questions in all, selecting *one* question from each Unit. Q. No. **1** is compulsory. All questions carry equal marks.

(Compulsory Question)

1. (a)   What is the purpose of Recycle Bin ? How do you restore a file from Recycle Bin ?   **2**

    (b)   What is the use of Styles in MS-Word ? How can you create new Styles and apply the existing ones ?

    2

    (c)   Differentiate between Paste and Paste Special in MS-Excel.   **2**

    (d)   Write the steps to change slide layout in MS-PowerPoint.   **2**

Unit I

2. (a)   Discuss the basic components of windows.   **4**

(b) What is Desktop ? Explain the permanent icons on the desktop. **4**

3. (a) Discuss the following accessories in Windows : **6**

(i) Entertainment

(ii) Accessibility

(iii) Communication.

(b) How do we add a new printer in Windows ? **2**

Unit II

4. (a) How are Header and Footer applied to a document in MS-Word ? **4**

(b) Discuss the following features of MS-Word : **4**

(i) Spelling and Grammar

(ii) Thesaurus.

5. (a) How are tables inserted in a MS-Word document ? Also discuss how the columns can be split and merged. **4**

(b) What are macros ? How are macros created and run in MS-Word ? **4**

Unit III

6. (a) Discuss the following functions of MS-Excel : **4**

(i) Average

(ii) Max

(iii) IF

(iv) Round.

(b) Discuss Relative reference, Absolute reference and Mixed reference using suitable example in MS-Excel. **4**

7. (a) How is validation applied in MS-Excel ? Discuss. **4**

(b) Explain the following in MS-Excel : **4**
(i) Goal Seek
(ii) Scenario.

Unit IV

8. (a) How are recorded sound effects or in-built sound effects inserted in MS-PowerPoint ? **4**

(b) What are objects ? How do you insert objects in a slide ? **4**

9. (a) How are charts added to a slide in MS-PowerPoint ? Explain using example. **4**

(b) How will you apply transition and time to slides ? **4**