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PC-Software

Unit- 1   **Windows**

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1. What is multi tasking operating system? [2017]
2. What is the use of narrator utility? [2017]
3. Write the type of user account in control panel. [2017]
4. Difference CUI and GUI. [2017, 2016, 2013]
5. What do you mean by user interface? [2017, 2016, 2013, 2011]
6. What is system software? Explain the features of MS Window. [2017, 2016, 2011]
7. What is the use of run command? [2016, 2013, 2011]
8. What is graphic software? Give two examples. [2016]
9. Explain the various features of control panel. [2017, 2016]
10. Write the main features of MS Window. [2016]
11. What is GUI? [2015]
12. Define Text Editor. [2015]
13. What is Drag and drop in Windows? [2015]
14. Explain the benefits of MS-Windows in detail. How MS-Window provides a helpful environment to the user? [2015]
15. Explain various tools available in MS-Paint with their advantages in detail. [2015]
16. Differentiate the terms 'Multiprocessing', 'Multiprogramming' and 'Multitasking' in perspective to MS-Windows. [2014]
17. Describe the process of Modem installation in MS-Windows. [2014]
18. List out the differences between 'Disk formatting' and 'Disk Defragmentation'. [2014]
19. Describe the use of 'Program Manager' in MS-Windows. [2014]
20. What is the difference between 'Explored view' and 'Simple view' of 'my computer'? [2014]
21. What do you understand by 'scandisk' utility? [2014]
22. What is title bar in MS-Windows? [2013]
23. How can you set size of recycle bin? [2013]
24. How can you show the Hidden Files and folders in Window explorer. [2013]
25. Describe the concept of GUI. Explain the function of accessories. Explain calculator, note pad and word pad programmes of windows. How can create a new dialup account. [2013]
26. What is the full form of GUI. [2012]
27. What is menu bar? [2012]
28. Explain clipboard in MS-Windows. [2012]
       Or
    What is clipboard? How it works? [2013, 2011]
29. What is taskbar? Describe how to use and configure the taskbar and its toolbar. [2012]
30. Explain the function of Control Panel. How a new software and hardware can be installed? Explain. [2013, 2011]
31. Explain the features of Windows Explorer. [2011]
32. Explain the features of Recycle bin. [2011]

Unit- 2   **MS Word**

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1. Define Alignment. [2017]
2. What is the use of track changes in any document? [2017]
3. What is format painter? Define. [2017, 2012]
4. List the various types of view in MS word. [2017]
5. What do you mean by 'Font' and 'Font style'? [2016]
6. What is the use of 'Ruler' in MS-Word? [2016]
7. Define OLE. [2016]
8. Differentiate 'Auto Correct' and 'Auto Text'. [2016, 2012, 2013, 2011]
9. What is mail merge? Explain steps to create a mail merge document. [2017, 2016, 2014, 2013]
10. Explain word-wrap. [2017, 2015, 2014, 2013, 2011]
11. What is the use of justify? [2015, 2012]
12. Explain the purpose of Book Mark in MS-Word. [2015]
13. Explain formatting of paragraph. [2015]
14. Explain the following in MS-Word: [2015]
    a. Text Alignment
    b. Text Formatting [2011]

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      c.   Auto Correct

15. What is the use of 'Ruler Bar' in MS-Word? [2014]
16. Describe any two methods of view of document in MS-Word. [2014]
17. Explain the following in MS-Word: [2014]
      a.   Drop cap
      b.   Macro
      c.   Header and Footer
18. Explain standard toolbar in MS-Word. [2013]
19. Write short note on: [2013]
      a.   Book Mark
      b.   Footnote
20. Write use of status bar in MS-Word. [2012]
21. What is left indent? [2012]
22. Explain animation of text. [2012]
23. How paragraph can be formatted? How find and replace command works? Explain the standard toolbar. [2012]
24. What is style? Write steps for creating style. [2012]
25. What are macros? Why macro is used? Write step for creating run and deleting a macro. [2012]
26. Explain Paste Special in MS Word. [2013, 2011]
27. What is Word processing? Write the important features of MS Word. [2011]

Unit- 3   **MS Excel**

1. What do you mean by sorting in MS-Excel? [2017]
2. What do you mean by operator? [2017]
3. How can we protect a workbook? Write the protection. [2017]
4. How can we arrange data in MS Excel? [2017]
5. What is a filter? Give an example. [2017, 2016, 2014]
6. What do you mean by 'Line Chart'? [2016, 2014]
7. Explain the feature of 'Auto fill' in MS-Excel. [2016, 2012]
8. What is workbook? Explain different types of charts in Excel with suitable example. [2017, 2016, 2012]
9. Explain the following in MS-Excel [2016]
      a.   Goal seek
      b.   Pivot Table
      c.   Cell referencing [2011]
10. Define Data. [2015]
11. Explain use of function in MS-Excel. [2015]
12. Give the steps of a copy a range in MS-Excel. [2015]
13. Explain the following in MS-Excel: [2015]
      a.   Set Print Area Command
      b.   Cell Formatting
      c.   Conditional Formatting [2014]
14. What is range in MS-Excel? [2014]
15. What is difference between paste and paste special? [2014]
16. What is Goal Seek? [2017, 2014, 2011]
17. Differentiate between 'Spreadsheet' and 'Style sheet'. [2014]
18. What is 'Pivot table'? How it is used? Detail the procedure to create pivot table. Explain with proper example. [2014, 2012, 2011]
19. What do you mean by 'validation' in MS-Excel? Write steps of 'Validation'. [2017, 2014]
20. Explain features of Goal seek. [2013]
21. How an organization chart can be inserted into a slide in MS-Excel? Give the steps and describe OLE in MS-Excel. [2013]
22. Write the number of sheets in a new excel workbook. [2012]
23. Write a standard width of a cell. [2012]
24. What do you mean by formatting? Can you format selected row or column according to condition? If yes, write basic steps for conditional formatting. [2012]
25. Explain scenario in MS Excel. [2011]
26. What is a Worksheet? Explain different charts in MS Excel. How it can create? Write down the steps with suitable example. [2011]

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Unit- 4   **MS PowerPoint**

1. What is rehearse timing in MS PowerPoint?   [2017, 2011]
2. Write the steps to create a presentation in MS PowerPoint. MS Window.   [2016]
3. List out the various types of views in MS PowerPoint.   [2016, 2013, 2012]
4. How will you create a 'Flyer' in PowerPoint presentation?   [2016]
5. Write short note on use of PowerPoint.   [2016]
6. Explain slide sorter.   [2015]
7. What are the steps of setting a picture as background in slide?   [2015]
8. How will you create a self-running presentation in PowerPoint?   [2015, 2014, 2012]
9. What is Master slide?   [2015]
10. What are 'Outlines' and 'Handouts' in MS-PowerPoint?   [2014]
11. How will you create a 'hide-slide' in a power point presentation? Explain. [2014]
12. Write short notes on :   [2013]
    - a. Rehearsal timing
    - b. Animation   [2011]
    - c. Handouts   [2011]
    - d. Slide Sorter View   [2014, 2011]
    - e. Action Button   [2011]
13. What is slide in PowerPoint?   [2012]
14. What is the main work of the slide transition option in the slide show menu? [2012, 2011]
15. How an organization chart can be inserted into a slide in PowerPoint? Give the steps. [2012]
16. Explain speaker notes in MS PowerPoint.   [2011]
17. Explain OLE in MS PowerPoint.   [2011]

Unit- 5   **MS Access**

1. Write the steps to create table in MS Access.   [2017]
2. What are the basic differences between 'DBMS' and 'RDBMS'?   [2016, 2014]
3. What do you mean by 'Report'?   [2016, 2015]
4. Define 'many to many' relationship with an example.   [2016]
5. What is Relationship? How many types of relationships we can create in MS Access. [2017, 2016, 2013, 2011]
6. Differentiate between Primary Key and Foreign Key with example.   [2017, 2016, 2011]
7. Define foreign key with its limitations.   [2015]
8. What are queries?   [2015]
9. Explain form in MS-Access. Give the way by which we can create and customize the form.[2015]
10. Write short note on exporting and importing data.   [2015, 2011]
11. What is extension of Access file?   [2014]
12. What do you mean by Query? How can you create Auto lookup query in MS-Access?[2014]
13. How create queries in MS-Access.   [2013]
14. Explain import and link table function in MS-Access.   [2013]
15. What is the use of label in MS Access?   [2012]
16. Explain candidate key in MS Access.   [2012]
17. What is the use of sorting and searching records in MS Access?   [2012]
18. How will you use the MS Access to retrieve and publish data? Explain.   [2012]
19. What is a Database? How it is different from a file?   [2011]
20. What is Query and Report? What kind of the queries can be prepared using MS Access?[2011]