

## P.C. Software - 2010

**Note:** Attempt all questions.

1. Fill up the blanks-
  - (a) DOS stands for .....
  - (b) Format command for Hard-disk is (C & I) .....
  - (c) Mail Merge is used for .....
  - (d) ..... key is used to write formula in worksheet.
  - (e) Alt + X is used for .....
2. Short answer type questions-(Attempt any five)
  - (a) What is Booting process.
  - (b) How can we create Batch File
  - (c) What is macro.
  - (d) What is Headers
  - (e) How can we set page margin.
  - (f) What is printing title rows.
  - (g) How saving and retrieving is done in worksheet file.
3. Long answer type questions: (any five)
  - (a) What are the difference between files and directories.
  - (b) How can we install MS-Word. Explain the process.
  - (c) How can we protect a worksheet. Explain.
  - (d) What is the process of Mail Merge.
  - (e) How can we add headers and footers before printing.
  - (f) Explain with example how can use paragraph style in word processing.
  - (g) What are Built-in-functions.

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