

2001

Time : 3 Hours

Full Marks :75

Candidate are required to give their answers in their own words
as far as practicable.

Answer any **Five** questions.

Question no.1 is compulsory

All Questions have equal marks.

Q.1 Describe various functions and uses of the
following software available in windows:-

- i) Page Maker b ii) File Manager

[1]

[Turn-over]

Q.2 What are the accessories available in Ms-Windows? Describe in brief the facilities in some of them.

Q.3 Explain the following terms in brief:-

- i) Menu Bar ii) Group Leon
- iii) Check Box iv) Application windows
- v) Page Setup vi) Tool Box
- vii) Cut and Paste

Q.4 What is Mail-Merge? What are the advantages in making mail merger? How it can be done? Explain.

Q.5 Describe some special features of Page maker or Ventura package. Describe how formatting, printing and character set is done in this package, why it is preferred over power point?

Q.6 What is Spread Sheet? Explain it with reference to some window based package. How do you draw chats (Graphs)? How editing of chart type, pattern, text font are done?

Q.7 Explain Power Point as one of the tools for making business presentation graphics. Write steps, how a presentation slide is created in Power Point?

Q.8 What are the advanced features of AUTOCAD? How it helps in drawing the plane building?

Q.9 Describe the various ANALIES features available in AUTOCAD? Illustrate in brief with examples.

Q.10 Write notes on any two of the following:-

- i) Indian Language Fonts ii) Ms-Office
- iii) Graphics iv) Robo CAD

[2]

[Continued]

[3]

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