

# **INTRODUCTION TO PC SOFTWARE AND INTERNET APPLICATION - 2009**

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**Note :** Attempt any two parts from each Unit.

## **UNIT - 1**

1. (a) Explain the procedure for inserting pictures or images in a document as well as in footer.
- (b) Explain mail merge feature of MS-Word with example.
- (c) What is a macro ? How macros are created and run ? Explain with example.

## **UNIT - 2**

2. (a) Explain about data validation and sorting features of MS-Excel with examples.
- (b) Explain about different text and mathematical functions available in Excel with examples.
- (c) Explain the procedure of creating graphs in MS-Excel.

## **UNIT - 3**

3. (a) What is MS Powerpoint ? Explain the procedure for creation of slides and assigning animations to these slides.
- (b) What is Microsoft Access ? Write the steps for the creation of tables in MS-Access.
- (c) Explain the slide show feature of power point. Also explain slide set up using rehearse tuning.

## **UNIT - 4**

4. (a) Explain in detail about Hyperlinking HTML pages. Also explain FRAME tag HTML. <http://www.prsunotes.com>
- (b) Write short notes on the following :
  - (i) URL
  - (ii) Cascading style sheet
  - (iii) DHTML
  - (iv) Home page
- (c) Write step-up-step procedure for the following :
  - (i) Preparing web pages using HTML editor.
  - (ii) Inserting IMG elements in web page
  - (iii) Uploading the web-page on Internet

## **UNIT - 5**

5. (a) Explain the use of different selection tools used in photo shop.
- (b) What is Multimedia ? Explain steps for creating a flash animation using motion tweeing.
- (c) Explain different animations and graphics packages with the features they provide for 2D and 3D animation.