

INTRODUCTION TO PC SOFTWARE AND INTERNET APPLICATIONS - 2014

Note : Attempt any two parts from each Unit . All questions carry equal marks.

UNIT - 1

1. (a) What do you understand by page orientation in MS Word ? Explain various types of orientation supported by word processors.
- (b) What is the purpose of Macros in MS Word ? Write down the steps for create an Macro, make your own assumption.
- (c) Create an Interview Call letter as the main document and create 5 records for 5 persons, using MS word, Use mail merge to create letter for 3 selected persons among the 5.

UNIT - 2

2. (a) Explain any five mathematical functions in excel with appopriate example. <http://www.prsunotes.com>
- (b) What do you understand by cell referencing ? Explain various types of it with example.
- (c) What is Pivot table ? What is the use of it ? Explain with an appropriate example.

UNIT - 3

3. (a) What is slide layout ? Create a presentation of five slides describing republic day celebration in your college.
- (b) Create an inventory table in MS Access with the following fields : (i) Product Id (ii) Product Name
(iii) Product Quantity (iv) Product Price
Calculate total amount to be paid
- (c) Describe the steps to insert, select and delete records in a MS-Access table.

UNIT - 4

4. (a) Create a web page in HTML Set the background of this page to an image that you select.
- (b) What do you understand by ordered list and unordered list ? Explain how we can create in HTML.
- (c) What is web standard ? Explain the external and internal linking between pages.

UNIT - 5

5. (a) What do you understand by tweeing ? Explain shape tweeing with example.
- (b) What is Flash ? Write a simple step to importing sound through Flash.
- (c) What is mask layers ? Explain how to creating layers motion tweeing.