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NGSE/D-24

COMPUTER SCIENCE

(Office and Spreadsheet Tools Learning)

Paper : B23-SEC-101

Time : Three Hours]

[Maximum Marks : 35

Note : Attempt *five* questions in all, selecting at least *one* question from each unit. Question No. 1 is compulsory. All questions carry equal marks.

Compulsory Question

1. (a) What is the purpose of the taskbar in an operating system?
- (b) Give one example of a popular operating system.
- (c) What is the function of the "add/remove software" feature in the control panel?
- (d) What is meant by hyperlink in MS-Word?
- (e) What is meant by sorting data?
- (f) Define a slide transition.
- (g) What is the primary use of MS-PowerPoint?

(1×7=7)

UNIT-I

2. Explain the role of icons, taskbar, and desktop in enhancing user experience in an operating system. (7)
3. Explain the types of operating systems with examples. (7)

UNIT-II

4. What are macros in word processing? Describe their role in automating repetitive tasks and provide examples of their application. (7)
5. Describe the role of headers and footers in word processing. Provide examples of how they can be customized for different types of documents. (7)

UNIT-III

6. What are the key elements of an electronic spreadsheet? Discuss their roles in spreadsheet functionality. (7)
7. How can you adjust cell height and width in a spreadsheet? Why is this feature important for data presentation? (7)

UNIT-IV

8. Describe the process of creating and enhancing a presentation. Highlight key tools used for formatting and design of PPT. (7)
9. Explain how you can incorporate multimedia elements like audio and video into a presentation to enhance its appeal? (7)