

computer science

(general)

course : ~~201~~

(operating system)

Full Marks:20

Time:1 hours

*(The figures in the margin indicate full marks for the question)*

1 Write answer of the following (any three)

1X3=3

- (a) What is wall paper in windows
- (b) Define macro.
- (c) Round (567.894,2) will return \_\_\_\_\_
- (d) What is header in ms-word:

2. Answer the following (any three)

2X3=6

- (a) Write any two function of operating system
- (b) Write difference between worksheet and workbook
- (c) What is difference between animation and transition
- (e) Why the filtering is used in MS-Excell

3. Answer the following (Any two)

3X2=6

- (a) What is goal seek ? Explain with example?
- (b) What do you mean by mail merge
- © Explain briefly three views available in MS-Powerpoint

4. Answer the following (Any one)

5

- (a) Define word processor? what are its advantage?
- (b) What is pivot table ? Write steps to create a pivot table?

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