

Course Code : 2BCOM6CA

Course: Title: Windows and MS Office

Credit: 3

Assignment No. :

Maximum Marks : April 30 (for January Session)

October 31, (for July session)

Max.Marks:-30

Min.Marks:-10

Note:-attempt all questions.

Q.1 What is windows operating system?

Window Operating System क्या है?

Q.2 What is windows and its element?

Window और उसके element क्या हैं?

Q.3 Explain in detail ms dos?

MS DOS को समझाइये ।

Q.4 Write short notes on word processor and feature of word processor?

Word Processor को समझाइये और इसके features लिखिए ।

Q.5 Explain the use of header and footer?

Header और footer के उपयोग को समझाइये ।

Q.6 Explain in detail.

i)Removing column from the document.

ii)Inserting page numbering.

Q.7 Explain spread sheet and its element.

Spread sheet और इसके इलीमेंट को समझाइये ।

Q.8 What is outlook express . explain its features?

Outlook express क्या है इसके feature को समझाइये ।

Q.9 What is mail merge explain different steps using mail merge.

Mail merge क्या है? इसके विभिन्न Steps mail merge के उपयोग को समझाइये।

Q.10 Write the concepts of cc and bcc?

CC और BCC क्या है।