

Course Code : BCA

Course: Title: Windows & MS office

Note: Attempt All Questions.

- (1) What is Windows operating System?
Window Operating System क्या है?
- (2) What is Mail Merge ? Explain Different Steps in Mail Merge?
Mail Merge क्या है? Mail merge के विभिन्न Steps को समझाइए ।
- (3) What is Mail by Windows and its Dements?
Window तथा उसके Elements से आप क्या समझते हैं?
- (4) Explain in Detail MS – Dos?
MS-DOS को संक्षेप में समझाइए?
- (5) Write Short note on Word Processor and Features of Word Processor?
Word Processer को संक्षिप्त में लिखिए तथा उसके गुण को समझाइए ।
- (6) What is The of Header and Footer?
Header और Footer के क्या प्रयोग है?
- (7) Explain :-
 - (I) Rumoring Columns From The Document
 - (II) Inserting Page Numbering.
- (8) Explain Spreadsheet and its elements?
Spreadsheet तथा उसके Element को समझाइए ।
- (9) What is outlook Express? Explain its Features.
Outlook Express क्या है? इसके गुण को विस्तार करे ।
- (10) What is Slide Show in Power – Point? Explain.
Power Point में Slide Show क्या है । समझाइए ।