# AE-1332

PGDCA (New Course)
Term End Examination, 2016-17

## PC PACKAGES AND COMPUTERIZED ACCOUNTING SYSTEM

### Paper - II

*Time* : Three Hours]     [*Maximum Marks* : 100
[*Minimum Pass Marks* :   40

**Note** : Answer **all** questions. All questions carry equal marks.

**Unit-I**

1. What do you understand by 'DOS' ? What is the use of batch file in DOS ? Explain it with example.

### *OR*

What is 'Windows' ? Write the main features of Windows.

**132**_BSP_(3)                              *(Turn Over)*

## ( 2 )

### Unit-II

**2.** Why do we use 'MS Word' ? Write advantages of using MS Word as word processing software.

### *OR*

Comment on various editing and formatting features of MS Word.

### Unit-III

**3.** Define Electronic Worksheet. Write main advantages of MS Excel and explain how can we insert, delete or move data from cells.

### *OR*

Discuss graphs in MS Excel. Describe how can we move or change the size of a chart.

### Unit-IV

**4.** What is the use of MS PowerPoint ? Write down steps to create a presentation and also to delete slides from presentation.

### *OR*

Comment on slide transition and sound effects in MS PowerPoint.

## ( 3 )

### Unit-V

**5.** Discuss main features of Tally.

### *OR*

Explain steps to create new Ledger.

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