

# 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.

( 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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