

Name : .....

Roll No. : .....

Invigilator's Signature : .....



**CS/BCA/SEM-1/BCA-104/2009-10**

**2009**

**PC SOFTWARE**

**Time Allotted : 3 Hours**

**Full Marks : 70**

*The figures in the margin indicate full marks.*

*Candidates are required to give their answers in their own words  
as far as practicable.*

**GROUP - A**

**( Multiple Choice Type Questions )**

1. Choose the correct alternatives of the following :  $10 \times 1 = 10$

i) '.RM' extensions refers usually to what kind of file ?

- a) Backup file                      b) Audio file  
c) Animation/movie file      d) MS Encarta document.

ii) '.BMP' extension refers usually to what kind of file ?

- a) compressed archive file  
b) image file  
c) temporary file  
d) audio file.

iii) Which of the following is website design software ?

- a) MS Word                      b) MS Front Page  
c) MS Internet Explorer      d) MS Publisher.

11905

[ Turn over

- iv) HTML stands for
- a) Hypertext Markup Literature
  - b) Hypertext Markdown Language
  - c) Hypertext Market Literature
  - d) Hypertext Markup Language.
- v) Which of the following is non-linear printer ?
- a) Line Printer
  - b) Dot Matrix
  - c) Laser Jet
  - d) Daisy Wheel.
- vi) Filter is created for
- a) Filtering tab
  - b) Filtering
  - c) Finding information
  - d) None of these.
- vii) Windows provides a temporary area called
- a) memory
  - b) paste
  - c) clipboard
  - d) all of these.
- viii) An icon is a
- a) file
  - b) shortcut
  - c) navigation tool
  - d) pictorial representation of files and folders.
- ix) An operating system is a
- a) collection of executable programs
  - b) system software
  - c) bridge between user and computer hardware
  - d) all of these.
- x) OLE stands for
- a) Object Locking Environment
  - b) Object Linking Environment
  - c) Object Latch Environment
  - d) None of these.

**GROUP - B**  
**( Short Answer Type Questions )**

Answer any *three* of the following.  $3 \times 5 = 15$

2. What is word-wrap ? Describe auto correct feature.  $2 + 3$
3. What is Watermark picture ? How to apply it on a picture ?  
 $2 + 3$
4. a) Explain the term Hyphenation in MS-Word.  
b) Write down the steps for implementing Hyphenation in MS-Word.  $2 + 3$
5. What is the significance of Page Set-up ? How will make a page set-up in MS-Word.  $5$
6. Write short notes on the following :  $2 \times 2 \frac{1}{2}$ 
  - a) Macro
  - b) Windows explorer.

**GROUP - C**  
**( Long Answer Type Questions )**

Answer any *three* of the following.  $3 \times 15 = 45$

7. a) Explain the process of adding and deleting slides in a power point presentation. Describe different steps for creating an animated slide presentation.  $2 + 4$   
b) Write the steps of database creation.  $4$   
c) Describe how charts are created in Excel. What are legends in Excel ?  $3 + 2$

8. a) What is hyperlink ? What is lookup wizard ? Describe the relationship creation between tables. 2 + 2 + 4
- b) What is duplicate query and unmatched query ? What is pivot table ? Explain its features. 2 + 2 + 3
9. a) What is the default size of recycle bin ? 1
- b) Write down the differences between CUI and GUI. 3
- c) What is warm booting and cold booting ? 2
- d) What is an operating system ? What are its different features ? 2 + 3
- e) What is the use of "Control Panel" icon in MS-Windows ? Write down at least two features of "Control Panel." 2 + 2
10. a) Write down the characteristic of Windows 98.
- b) What is USB ?
- c) What is a Chart in Excel ?
- d) Write a short note about My Computer. 4 + 2 + 3 + 6
11. a) What is Validation Checking ? Write the steps to create a Validation Checking.
- b) What is a Pivot Table and Pivot Chart ? It is under which menu ?
- c) Write down the steps to create a Pivot Table and what are the uses of this kind of table ?  
2 + 3 + 2 + 2 + 1 + 4 + 1
-