

Name :

Roll No. :

Invigilator's Signature :

CS/BCA/SEM-1/BCA-104/2011-12
2011
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 for the following :

10 × 1 = 10

- i) A GUI based operating system is
- a) Windows 98
 - b) Windows XP
 - c) Windows 2000 Server
 - d) All of these.
- ii) The key which is used to represent relationship between tables is called
- a) Primary key
 - b) Unique key
 - c) Candidate key
 - d) None of these.

- iii) Which of the following is non-impact printer ?
- a) Line printer
 - b) Dot matrix
 - c) Laser jet
 - d) Daisy wheel.
- iv) Mail merge helps in
- a) pasting a mail with envelope
 - b) creating a mail
 - c) creating a mail having multiple copies
 - d) posting a mail.
- v) "RAM" extension refers usually to what kind of file ?
- a) Backup file
 - b) Audio file
 - c) Animation file
 - d) MS Encarta.
- vi) HTML stands for
- a) Hypertext Markup Literature
 - b) Hypertext Markup Language
 - c) Hypertext Market Literature
 - d) Hypertext Markdown Language.
- vii) Which one of the following is not a facility of MS Word ?
- a) Spell check
 - b) Slide show
 - c) Thesaurus
 - d) Auto sum.
- viii) '.pdf' is an extension of
- a) Word file
 - b) Excel file
 - c) Access file
 - d) None of these.

- 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) An example of volatile memory is
- a) RAM
 - b) Hard Disk
 - c) CD-ROM
 - d) ROM.

GROUP – B

(Short Answer Type Questions)

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

2. What is watermark picture ? How to apply it on a desktop ?
3. What is an operating system ? What are its functions ?
4. a) What is USB ?
b) Write a short note on "My Computer".
5. Explain different views of MS_WORD.
6. What is Software ? What are the different types of software ?

GROUP – C

(Long Answer Type Questions)

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

7. a) What is MS_EXCEL ?
b) What is a chart in MS_EXCEL ?
c) Describe different steps to create a chart in MS_EXCEL.
d) What are 'Warm booting' an 'Cold booting' ?

$3 + 3 + 7 + 2$

8. a) What is the use of "Control Panel" icon in MS Windows ?
Write down two features of "Control Panel".
- b) Write down the difference between 'CUI' and 'GUI'.
- c) Write the steps of creating shortcut on desktop.
- d) What is Pivot table ? Explain its features. 4 + 4 + 3 + 4
9. a) Explain different classes of memory.
- b) Describe the function of task-bar in Windows.
- c) Name the four Operating Systems commonly used in personal computers.
- d) Define 'plug' and 'play'.
- e) What are header and footer ? 7 + 2 + 1 + 2 + 3
10. a) Write down the difference between DOS and Windows.
- b) What is Word-Wrap ? Describe auto-correct features.
- c) Define Primary key and Foreign key. 7 + 5 + 3
11. Write short notes on any *three* of the following : 3 × 5
- a) Program manager and File manager
- b) MACRO
- c) GDI
- d) Internet explorer and Windows explorer
- e) Different views available in Power Point.

