

Name : .....

Roll No. : .....

Invigilator's Signature : .....

**CS/BCA/SEM-1/BCA-104/2012-13**

**2012**

**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) 'BMP' extension refers usually to which kind of file ?
- a) Composed archive file
  - b) Image file
  - c) Audio file
  - d) Video file.
- ii) Which of the following is website design software ?
- a) MS Word
  - b) MS Excel
  - c) MS Front page
  - d) MS Publisher.
- iii) HTML stands for
- a) Hyper Text Markup Language
  - b) Hypo Text Markup Language
  - c) Hyper Text Market Language
  - d) Hyper Text Markup Literature.

- iv) Which one of the following is a non-linear printer ?
- a) Line Printer
  - b) Dot Matrix
  - c) Laser Jet
  - d) Daisy Wheel.
- v) Filter is created for
- a) filtering tab
  - b) filtering
  - c) filtering information
  - d) none of these.
- vi) Windows provides a temporary area called
- a) Memory
  - b) Paste
  - c) Clipboard
  - d) None of these.
- vii) An icon is a
- a) File
  - b) Shortcut
  - c) Pictorial representation of file
  - d) none of these.
- viii) An OS is a/an
- a) collection of software
  - b) application software
  - c) hardware
  - d) none of these.
- ix) OLE stands for
- a) Object Locking Environment
  - b) Object Linking Environment
  - c) Object Laching Environment
  - d) none of these.
- x) pdf is
- a) Word file
  - b) Access file
  - c) Excel file
  - d) None of these.

**GROUP - B**

**( Short Answer Type Questions )**

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

2. What is Standby mode ? How do you change the date and/or time ?  $2 + 3$
3. What is a font ? How do you instal a new font ?  $2 + 3$
4. How can you set the screen-saver of the Windows ? Differentiate between selecting and choosing.  $3 + 2$
5. How can you change Directories & Drives in DOS ? Differentiate between "rd" & "del" command.  $3 + 2$
6. How can you copy & rename a single file in DOS ? What is fragmentation ?  $3 + 2$
7. Is there any difference between "Save" & "Save As" in MS-Word ? Explain. What is Text effect ?  $4 + 1$
8. What are the elements of Screen Layout in MS-Excel ? Explain.

**GROUP - C**

**( Long Answer Type Questions )**

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

9. a) What are the basic elements in "Formatting Toolbar" ? Differentiate between graph and chart in MS-Excel.  $3 + 4$
- b) Explain different types of functions available in MS-Excel. What is Format Printer ? Explain.  $4 + 4$
10. a) Write the steps to apply border and shading. What is Watermark Picture ?  $4 + 3$
- b) How to apply it on a picture ? What is Mail Merge ? Explain.  $3 + 5$

11. a) Describe Auto Correct and Auto Text entry. In how many ways can you create a table ? Explain with example. Differentiate between Folder and Shortcut. 3 + 4 + 3
- b) What are the procedures to use bulleted list ? How can you sub-number any list ? 3 + 2
12. a) How to start MS-PowerPoint ? Write down the basic components of PowerPoint Window. 2 + 3
- b) Describe different types of view available in PowerPoint. What are the major advantages of PowerPoint ? What is a slide transition ? 3 + 4 + 3
13. a) What are the database components of MS-Access ? Explain Primary & Foreign key. 4 + 4
- b) Write down the advantages of LAN. Write down at least three features of "Control Panel". 4 + 3
14. Write short notes on any *three* of the following : 3 × 5
- a) MACRO
  - b) My Computer
  - c) Workbook & Worksheet
  - d) USB
  - e) Clip Art
  - f) Intranet & Internet.
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