CS/BCA(H)/Odd/Sem-1st/BCA-104/2015-16

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BCA-104

PC SOFTWARE

Time Allotted: 3 Hours   Full Marks: 70

The questions are of equal value.
The figures in the margin indicate full marks.
Candidates are required to give their answers in their own words as far as practicable.
All symbols are of usual significance.

GROUP A
(Multiple Choice Type Questions)

1. Answer *all* questions.   10×1 = 10

    (i) Which of the following is a website design software?

    (A) MS-Word   (B) MS-Front page
    (C) MS-Internet Explorer   (D) MS-Publisher

    (ii) .BMP extension refers what kind of files?

    (A) Image file   (B) Compressed archived file
    (C) Temporary files   (D) Audio files

    (iii) HTML stands for

    (A) Hypertext Markup Literature   (B) Hypertext Markup Language
    (C) Hypertext Making Literature   (D) Hyperlink Markup Literature

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(iv) Windows provide a temporary area called

(A) clipboard   (B) memory

(C) pasete   (D) all of these

(v) An icon is a

(A) file

(B) shortcut

(C) navigation tool

(D) pictorial representation of files and folders

(vi) OLE stands for

(A) Object Linking and Embedding   (B) Object Locking Environment

(C) Object Linking Environment   (D) None of these

(vii) A GUI based operating system is

(A) Windows 98   (B) Windows XP

(C) Windows 2000 server   (D) All of these

(viii) The key which represents relationship between tables is called a

(A) unique key   (B) primary key

(C) candidate key   (D) none of these

(ix) Mail merge helps in

(A) creating mail

(B) posting a mail with envelop

(C) creating mail with multiple copies

(D) posting a mail

(x) RAM extension generally refers to one of these files

(A) MS-Encarta   (B) Backup file

(C) Animation file   (D) Audio file

GROUP B
(Short Answer Type Questions)

Answer any *three* questions.   3×5 = 15

2. What is compiler? Write down the steps of compilation.   1+4

3. What is operating system? Write some features of Windows 98.   1+4

4. What are the differences between CUI and GUI?   5

5. What is pivot table and reference chart? Describe with example.   3+2

6. Describe different steps for creating animated slide.   5

GROUP C
(Long Answer Type Questions)

Answer any *three* questions.   3×15 = 45

7. (a) What is filter in Excel?   2
   (b) What are the differences between sorting and filtering in Excel?   3
   (c) What are legends in Excel? How do you format legends?   2+2
   (d) What is Newspaper column and Drop Cap? What is Gutter Margin?   2+4

8. (a) What is watermark picture? How to apply it on desktop?   5
   (b) Explain different views in power point presentation.   5
   (c) What are header and footer? What is word wrap?   5

9. (a) What are cold and warm booting? Write differences between them.   2+3
   (b) What is auto-correct option? How do you apply it?   1+3
   (c) What do you mean by loop in slide presentation? What are the major advantages of power point presentation?   3+3

10.(a) What are the differences between Program Manager and File Manager? 2
   (b) What is duplicate query and unmatched query? 4
   (c) Explain different classes of memory in a computer. 5
   (d) Describe the function of Task-Bar in windows. 4

11.   Write short notes on any *three* of the following: 3×5
   (a) USB port
   (b) Control Panel
   (c) Virtual Memory
   (d) Creating Hyperlink in MS-Office
   (e) Data validation in Excel.