

Name :

Roll No. :

Invigilator's Signature :

CS/BCA/SEM-1/BCA-104/2013-14
2013
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 : $10 \times 1 = 10$

i) The output quality of a printer is measured by

- a) dot per inch
- b) dot per sq. inch
- c) dots printed per unit time
- d) all of these.

ii) In analog computer

- a) input is first converted to digital form
- b) input is never converted to digital form
- c) output is displayed in digital form
- d) all of these.

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- iii) Personnel who design, program, operate and maintain computer equipment refers to
- a) console-operator
 - b) programmer
 - c) people ware
 - d) system analyst.
- iv) The key F12 opens at
- a) save as dialog box
 - b) open dialog box
 - c) save dialog box
 - d) close dialog box.
- v) Which of the following is not available on the Ruler of MS Word screen ?
- a) Tab stop box
 - b) Left indent
 - c) Right indent
 - d) Centre indent.
- vi) Portrait and Landscape are
- a) page orientation
 - b) paper size
 - c) page layout
 - d) all of these.
- vii) In MS-Excel default header for a worksheet is
- a) your name
 - b) date
 - c) date and time
 - d) none of these.
- viii) In MS-Excel accounting style shows negative numbers in
- a) Bold
 - b) Brackets
 - c) Parentheses
 - d) None of these.
- ix) The arrangement of elements such as title and subtitle text, pictures, tables etc. is called
- a) layout
 - b) presentation
 - c) design
 - d) none of these.
- x) To open the existing presentation, press
- a) Ctrl + O
 - b) Ctrl + N
 - c) Ctrl + A
 - d) None of these.

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GROUP - B

(Short Answer Type Questions)

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

2. What is an operating system ? What are its functions ? $2 + 3$
3. What are header and footer ? How will you insert header and footer ? $3 + 2$
4. What is the use of "Control Panel" icon in MS-Windows ?
Write down three features of "Control Panel". $2 + 3$
5. What is watermark picture ? How to apply it on document ? $2 + 3$
6. Explain hyphenation. How to use autocorrect feature ? $2 + 3$

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' and 'Cold Booting' ?
 $3 + 3 + 7 + 2$
8.
 - a) What is the difference between Program Manager and File Manager ?

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- b) What is the default size of the recycle bin ?
 - c) What are auto filter and advance filter in MS-Excel ?
 - d) What is the procedure of slide show ? $5 + 1 + 5 + 4$
9. a) What is folder ?
- b) How can a folder be created ?
 - c) Explain the use of formatting toolbar in word.
 - d) What is thesaurus ?
 - e) What is OLE ?
 - f) Describe the auto correct feature in brief.
 $2 + 3 + 3 + 2 + 2 + 3$
10. a) What is custom animation ? What do you mean by loop in slide presentation ? What are the major advantages of power point ?
- b) Describe different types of view available in Power point.
 $(2 + 3 + 4) + 6$
11. Write short notes on any *three* of the following : 3×5
- a) Hyperlink
 - b) Icon
 - c) Internet explorer
 - d) Mainframe computers
 - e) Pivot table.
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