

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.***GROUP A****(Multiple Choice Type Questions)**

1. Answer any *ten* questions. 10×1 = 10
- (i) Personal Computer is an example of which type of computer?
- (A) digital (B) analogue
(C) hybrid (D) none of these
- (ii) 1 Byte is equal to
- (A) 4 bits (B) 1024 bits
(C) 8 bits (D) none of these
- (iii) A file name in word can be of maximum
- (A) 256 characters (B) 253 characters
(C) 255 characters (D) 252 characters
- (iv) The shortcut key for moving between different application windows is
- (A) alt+-> (B) alt + tab
(C) ctrl + tab (D) none of these
- (v) To bring the cursor at the beginning of the document, the shortcut key is
- (A) ctrl + end (B) ctrl + home
(C) home (D) end

- (vi) What is the default font size in word?
(A) 10 (B) 8
(C) 12 (D) none of these
- (vii) Bold, italic, underline are in which toolbar?
(A) standard (B) formatting
(C) drawing (D) none of these
- (viii) How many sheets are available in an Excel sheet by default?
(A) 3 (B) 5
(C) 4 (D) none of these
- (ix) Cell address of the 10th column and 30th row is
(A) I30 (B) J30
(C) K20 (D) J10
- (x) Arrange and Unfreeze options are under which menu?
(A) insert (B) window
(C) tool (D) edit
- (xi) The shortcut method to open MS Power Point is
(A) start-> run->powerpnt (B) start->run->powerpoint
(C) start->run->powerppt (D) none of these
- (xii) Extension of Excel file is
(A) .DOC (B) .XLX
(C) .XLS (D) none of these

GROUP B
(Short Answer Type Questions)

Answer any *three* questions.

3×5 = 15

2. What is Water mark picture? How to apply it on a Desktop?
3. How can you change Directories and Drive in Dos? Differentiate between 'RD' and 'DEL' commands.

4. What is Filter in Excel? Under which menu does it exist?
5. What is a Font? How do you install a new Font?
6. What is the Registry of Windows?
7. What are 'Warm Booting' and 'Cold Booting'?

GROUP C
(Long Answer Type Questions)

Answer any *three* questions.

3×15 = 45

8. Write down the difference between 'GUI' and 'CUI'.
9. Write short notes on Internet and Intranet.
10. What are System and Application Softwares?
- 11.(a) Write down the difference between DOS and WINDOWS.
(b) Write short note on GDI.
(c) Explain different classes of Memory.
- 12.(a) What is the use of "Control Panel" icon in MS-Windows? Write down the features of "Control Panel". 5+5+5
(b) What is Pivot table? Explain its features.
(c) Describe the function of task-bar in windows.
13. Write short notes on any three of the following: 3×5
 - (a) Program Manager and File Manager
 - (b) MACRO
 - (c) Internet Explorer and Windows Explorer
 - (d) Cache Memory
 - (e) Clip Art.