

CS/BCA/ODD SEM/SEM-1/BCA-104/2016-17

- iii) Mail Merge helps in
 - a) Pasting a mail with envelop
 - b) Creating a mail
 - c) Creating a mail having multiple copies
 - d) Printing a mail.
- iv) How many slides are displayed at a time in the slide sorter view ?
 - a) 10
 - b) 12
 - c) 14
 - d) 20.
- v) An operating system is a/an
 - a) Application s/w
 - b) System software
 - c) Utility s/w
 - d) None of these.
- vi) The print preview command is located in
 - a) print menu
 - b) file menu
 - c) edit menu
 - d) none of these.
- vii) ppt is an extension of
 - a) word file
 - b) excel file
 - c) access file
 - d) none of these.
- viii) A GUI based operating system is
 - a) Windows 98
 - b) Windows XP
 - c) Windows 2000 Server
 - d) All of these.
- ix) "RAM" extension refers usually to what kind of file ?
 - a) Backup file
 - b) Audio file
 - c) Animation file
 - d) MS Encarta.

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- x) HTML stands for
- a) Hypertext Markup Literature
 - b) Hypertext Markup Language
 - c) Hypertext Market Literature
 - d) Hypertext Markdown Language.
- xi) Which one of the following is not a facility of MS Word ?
- a) Spell check
 - b) Slide show
 - c) Thesaurus
 - d) Auto sum.
- xii) '.pdf' is an extension of
- a) Word file
 - b) Excel file
 - c) Access file
 - d) None of these.

GROUP - B

(Short Answer Type Questions)

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

2. What are the major advantages of power point ? Describe different types of views available in PowerPoint. $3 + 2$
3. How do you create header and footer in MS-Word ? What are the uses of header and footer in MS-Word ?
4. What is watermark in MS-Word ? Write down the steps to create mail-merge. $2 + 3$
5. What do you mean by gutter margin ? How can you set all the margins for a page ?
6. Briefly explain the custom animation and slide transition.

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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 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 Advanced filter ? Explain briefly.
 $4 + 4 + 3 + 4$
9. a) Describe Auto Correct and Auto Text entry. In how many ways can you create a table ? Explain with example.
b) Differentiate between Folder and Shortcut.
c) What are the procedures to use bulleted list ? How can you sub-number any list ? $3 + 4 + 3 + 3 + 2$
10. a) What are the basic elements in "Formatting Toolbar" ?
b) Explain different types of functions available in MS-Excel. What is Format Printer ? Explain. $4 + 4$
11. Write short notes on any *three* of the following : 3×5
a) Workbook and worksheet
b) DMAX() and DAVERAGE() functions
c) Absolute reference and Relative reference
d) Clip art
e) Macro
f) My Computer Folder.
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