

MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL

Paper Code: BCA-104
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 any ten of the following: $10 \times 1 = 10$
 - i) '.PDF' is an extension of
 - a) Word file

- b) Excel file
- c) Access file
- d) none of these.
- ii) An operating system is a/an
 - a) Application Software
 - b) Utility Software
 - c) System Software
 - d) none of these.

iii)	IS	SP stands for						
	a)	a) Internet Service Provider						
	b)	b) Internet Service Protocol						
	c)	c) Intranet Service Protocol						
	d)	none of these.						
iv)	Sh	nortcut key of paste is						
	a)	Ctrl + C	b)	Ctrl + P				
	c)	Ctrl + V	d)	Ctrl + Z.				
v)	1 Byte is equal to							
	a)	4 bits	b)	1024 bits				
	c)	8 bits	d)	none of these.				
vi)	Extension of Word file is							
	a)	.DOC	b)	.XLX				
	c)	.XLS	d)	none of these.				
vii)	i) What is the default font size of word?							
	a)	10	b)	8				
	c)	12	d)	none of these.				
viii)	i) Bold, italic and underlines are in which toolbar?							
	a)	Standard	b)	Formatting				
	c)	Drawing	d)	None of these.				
ix)	Which of the following is not a storage device?							
	a)	DVD	b)	Hard Disk				
	c)	Floppy Disk	d)	Mouse.				

	x) The term 'Pentium' is related to					
		a) Mouse		Processor		
		c) Microprocessor	d)	DVD.		
	xi)				type o	
		a) Video	b)	Audio		
		c) Image	d)	Word Docum	ent.	
		GROU	JP - B			
		(Short Answer				
		Answer any three	e of the fo	ollowing. 3	× 5 = 15	
2.	Wh	at is Standby mode?	How do	you change t	he date	
	and	d/or time?			2+3	
3.	Wh	at is font? How do you	install a	new font?	2+3	
4.	How can you set the screen-saver of the Windows ?					
	Diff	erentiate between selec	cting and	choosing.	3+2	
5.	How	can change Directo	ories an	d Drives in	DOS ?	
		erentiate between "rd"			3+2	
5.	How	can you copy & renar	ne a sing	gle file in DOS	? What	
	is fra	agmentation?			3+2	
	Wha	t are the elements of	Screen I	ayout in MS	Excel ?	
	Expl	ain.				
	Is th	ere any difference be	tween "S	Save" & "Save	As" in	
		Word ? Explain. What			4+1	

GROUP - C (Long Answer Type Questions) Answer any three of the following. $3 \times 15 = 45$ "Formatting 9. What are the basic elements in a) Toolbar" ? Differentiate between graph and chart in 3 + 4MS-Excel. Explain different types of functions available in b) 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 How to apply it on a picture? What is Mail Merge? b) Explain. 2 + 3Write down at least three features of "Control C) Panel". Describe Auto Correct and Auto Text entry. In how 11. a) many ways can you create a table? Explain with Differentiate between example. Folder Shortcut. 3 + 4 + 3What are the procedures to use bulleted list? How b) can you sub-number any list? How to start MS PowerPoint? Write down the basic 12. a) components of PowerPoint Window? 2 + 3Describe different types of view available in b) PowerPoint. What are the major advantages of PowerPoint? What is Slide transition? 13. 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.