



**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 × 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) ISP stands for
- a) Internet Service Provider
 - b) Internet Service Protocol
 - c) Intranet Service Protocol
 - d) none of these.
- iv) Shortcut 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) What is the default font size of word ?
- a) 10
 - b) 8
 - c) 12
 - d) none of these.
- viii) 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.

GROUP - C

(Long Answer Type Questions)

Answer any *three* of the following. $3 \times 15 = 45$

9. a) What are the basic elements in "Formatting Toolbar" ? Differentiate between graph and chart in MS-Excel. 3 + 4
- b) Explain different types of functions available in MS-Excel. What is Format Painter ? Explain. 4 + 4
10. a) Write the steps to apply border and shading. What is Watermark picture ? 4 + 3
- b) How to apply it on a picture ? What is Mail Merge ? Explain. 2 + 3
- c) Write down at least three features of "Control Panel". 3
11. a) Describe Auto Correct and Auto Text entry. In how many ways can you create a table ? Explain with example. Differentiate between Folder and Shortcut. 3 + 4 + 3
- b) What are the procedures to use bulleted list ? How can you sub-number any list ? 3 + 2
12. a) How to start MS PowerPoint ? Write down the basic components of PowerPoint Window ? 2 + 3
- b) Describe different types of view available in PowerPoint. What are the major advantages of PowerPoint ? What is Slide transition ? 3 + 4 + 3
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.