

Name :

Roll No. :

Invigilator's Signature :

CS/BCA/SEM-1/BCA-104/2010-11

2010-11

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) Which one of the following is not an output device ?
 - a) Plotter
 - b) Speech synthesizer
 - c) MICR
 - d) Smart and intelligent terminal.
 - ii) An example of a volatile memory is :
 - a) CD-ROM
 - b) RAM
 - c) ROM
 - d) Hard Disk.
 - iii) What do folders enable a user to do ?
 - a) Organize the files on a disk
 - b) Ensure the computer starts properly
 - c) Name your files
 - d) Create a file allocation table.
 - iv) Which of the following belongs to systems software ?
 - a) Word processing software
 - b) Web Browsers
 - c) Operating system
 - d) Spreadsheet software

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- v) Software designed for a specific purpose is called
- a) System Software
 - b) Compiler
 - c) Specific Software
 - d) Application Software.
- vi) Functions of operating system is are
- a) Processor Management
 - b) Memory Management
 - c) Input/Output Management
 - d) All of these.
- vii) Which of the following charts is not likely to be included in an analysis or presentation graphics package ?
- a) Bar
 - b) Pie
 - c) Temperature
 - d) Line.
- viii) The printer that produce the output by pressing a print element and an inked ribbon against the face of a continuous paper form is called
- a) Impact printer
 - b) Non-impact printer
 - c) Scanning printers
 - d) None of these.
- ix) The advantage of using a spreadsheet is
- a) Calculations can be done automatically
 - b) Changing data automatically updates calculations
 - c) More flexibility
 - d) All of these.
- x) Which of the following allows you to communicate with multiple users at the same time ?
- a) Instant messaging
 - b) E-mail
 - c) A chat room
 - d) A photo community.

- xi) Virtual Memory is
- a) a part of main memory only used for swapping
 - b) a technique to allow a program, of size more than the size of the main memory to run
 - c) Part of secondary storage used in program execution
 - d) None of these.

GROUP - B

(Short Answer Type Questions)

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

2. a) Differentiate between Function and Formula with suitable example.
b) Describe the following functions :
i) IFO
ii) ROUND () $3 + 2$
3. What is File Manager ? What are its functions ? How does it differ from Program Manager ? $2 + 2 + 1$
4. Differentiate System software from application software. What is a compiler ? $3 + 2$
5. What is Operating System ? What are its functions.
6. Differentiate between Power Point Show file and Power Point Transition file.

GROUP - C

(Long Answer Type Questions)

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

7. a) How charts are created in Excel ? What types of charts are there ? $3 + 4$

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- b) Explain the process of adding and deleting slides in a power point presentation. 3
- c) Describe different steps for creating an animated slide presentation. 5
8. a) Write down the difference between CUI and GUI. 4
- b) What are hot booting and cold booting ? 5
- c) What is the use of control panel icon in MS windows ? Write down at least three features of control panel. 3 + 3
9. a) Write down basic components of Windows Operating System. 5
- b) Write the steps of creating short cut on desktop. 3
- c) Which menu exists in MS Excel but does not exist in MS Word ? 1
- d) Which menu exists in MS Word but does not exist in MS Excel ? 1
- e) What is the significance of Windows explorer ? 3
- f) By default, how many sheets are there in a work book ? 2
10. a) What is filter in Excel ? Under which menu does it exist ? 3 + 1
- b) What are Pivot Table and Pivot Chart ? It comes under Which menu ? 4 + 1
- c) What views are there in MS Word ? 4
- d) What is auto complete features of Excel ? 2
11. a) What is drive ? What is root folder ? 2 + 2
- b) Write defferent classes of memory. 6
- c) What are combination keys ? Why are they named so ? 3 + 2