Name : ....

Roll No. : ....

Invigilator's Signature : ....

CS/BCA/SEM-1/BCA-104/2011-12

2011

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 the following :

$10 \times 1 = 10$

    i)   A GUI based operating system is

        a)   Windows 98

        b)   Windows XP

        c)   Windows 2000 Server

        d)   All of these.

    ii)   The key which is used to represent relationship between tables is called

        a)   Primary key   b)   Unique key

        c)   Candidate key   d)   None of these.

iii) Which of the following is non-impact printer ?

    a) Line printer   b) Dot matrix

    c) Laser jet   d) Daisy wheel.

iv) Mail merge helps in

    a) pasting a mail with envelope

    b) creating a mail

    c) creating a mail having multiple copies

    d) posting a mail.

v) "RAM" extension refers usually to what kind of file ?

    a) Backup file   b) Audio file

    c) Animation file   d) MS Encarta.

vi) HTML stans for

    a) Hypertext Markup Literature

    b) Hypertext Markup Language

    c) Hypertext Market Literature

    d) Hypertext Markdown Language.

vii) Which one of the following is not a facility of MS Word ?

    a) Spell check   b) Slide show

    c) Thesaurus   d) Auto sum.

viii) '.pdf' is an extension of

    a) Word file   b) Excel file

    c) Access file   d) None of these.

ix) An operating system is a

   a) collection of executable programs

   b) system software

   c) bridge between user and computer hardware

   d) all of these.

x) An example of volatile memory is

   a) RAM b) Hard Disk

   c) CD-ROM d) ROM.

GROUP – B

(Short Answer Type Questions)

Answer any *three* of the following. 3 × 5 = 15

2. What is watermark picture ? How to apply it on a desktop ?

3. What is an operating system ? What are its functions ?

4. a) What is USB ?

   b) Write a short note on "My Computer".

5. Explain different views of MS_WORD.

6. What is Software ? What are the different types of software ?

GROUP – C

(Long Answer Type Questions)

Answer any *three* of the following. 3 × 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' an '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 Pivot table ? Explain its features.   4 + 4 + 3 + 4

9. a) Explain different classes of memory.

   b) Describe the function of task-bar in Windows.

   c) Name the four Operating Systems commonly used in personal computers.

   d) Define 'plug' and 'play'.

   e) What are header and footer ?   7 + 2 + 1 + 2 + 3

10. a) Write down the difference between DOS and Windows.

    b) What is Word-Wrap ? Describe auto-correct features.

    c) Define Primary key and Foreign key.   7 + 5 + 3

11. Write short notes on any *three* of the following :   3 × 5

    a) Program manager and File manager

    b) MACRO

    c) GDI

    d) Internet explorer and Windows explorer

    e) Different views available in Power Point.

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