



Name : .....

Roll No. : .....

Invigilator's Signature : .....

**CS/BCA/SEM-1/BCA-104/2012-13**

**2012**

**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 × 1 = 10

- i) 'BMP' extension refers usually to which kind of file ?
  - a) Composed archive file
  - b) Image file
  - c) Audio file
  - d) Video file.
- ii) Which of the following is website design software ?
  - a) MS Word
  - b) MS Excel
  - c) MS Front page
  - d) MS Publisher.
- iii) HTML stands for
  - a) Hyper Text Markup Language
  - b) Hypo Text Markup Language
  - c) Hyper Text Market Language
  - d) Hyper Text Markup Literature.



- iv) Which one of the following is a non-linear printer ?
- a) Line Printer                      b) Dot Matrix  
c) Laser Jet                          d) Daisy Wheel.
- v) Filter is created for
- a) filtering tab                      b) filtering  
c) filtering information          d) none of these.
- vi) Windows provides a temporary area called
- a) Memory                          b) Paste  
c) Clipboard                        d) None of these.
- vii) An icon is a
- a) File  
b) Shortcut  
c) Pictorial representation of file  
d) none of these.
- viii) An OS is a/an
- a) collection of software  
b) application software  
c) hardware  
d) none of these.
- ix) OLE stands for
- a) Object Locking Environment  
b) Object Linking Environment  
c) Object Laching Environment  
d) none of these.
- x) pdf is
- a) Word file                        b) Access file  
c) Excel file                        d) None of these.



**GROUP - B**

**( Short Answer Type Questions )**

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

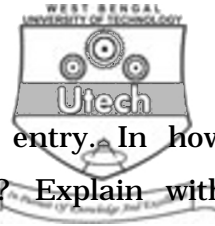
2. What is Standby mode ? How do you change the date and/or time ? 2 + 3
3. What is a font ? How do you instal a new font ? 2 + 3
4. How can you set the screen-saver of the Windows ? Differentiate between selecting and choosing. 3 + 2
5. How can you change Directories & Drives in DOS ? Differentiate between "rd" & "del" command. 3 + 2
6. How can you copy & rename a single file in DOS ? What is fragmentation ? 3 + 2
7. Is there any difference between "Save" & "Save As" in MS-Word ? Explain. What is Text effect ? 4 + 1
8. What are the elements of Screen Layout in MS-Excel ? Explain.

**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 Printer ? 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. 3 + 5



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 a slide transition? 3 + 4 + 3

13. a) What are the database components of MS-Access? Explain Primary & Foreign key. 4 + 4

b) Write down the advantages of LAN. Write down at least three features of "Control Panel". 4 + 3

14. 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.

