



UA-3705

First Year B. C. A. (Sem. I) (CBCS) Examination
March/April – 2012
PC - Software - I

Time : 3 Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दृष्टवित्त निशानीवाणी विगतो उत्तरवडी पर अवश्य लपवी. Fillup strictly the details of signs on your answer book. Name of the Examination : First Year B. C. A. (Sem. 1) (CBCS) Name of the Subject : PC - Software - 1 Subject Code No. : 3 7 0 5 Section No. (1, 2,.....) : NIL	Seat No. : <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <table border="1"><tr><td> </td></tr></table> Student's Signature							

- (2) The marks are indicated against each question.
- (3) Mention your options clearly.
- (4) Draw figure wherever necessary.

- 1 Answer the following questions in short : (any ten) 10
- (a) Define term Taskbar.
 - (b) How do you create a shortcut on Desktop ?
 - (c) What are external Commands ?
 - (d) Explain DIR command with any two switches.
 - (e) What is shortcut key of Spelling and Grammar check of MS-Word ?
 - (f) What is Drop cap effect ?
 - (g) What are design templates ?
 - (h) Define term presentation.
 - (i) What is Internet ?
 - (j) What is web browser ? Give any two examples of web browser.
 - (k) Give the full form of URL and SMTP.
 - (l) What is e-mail ?

- 2 Answer any three :** **15**
- (a) Explain the following DOS commands and classify them as Internal or External command : (any two)
 - (1) Format
 - (2) Copy
 - (3) Label
 - (4) Tree.
 - (b) Explain Network neighborhood and Recycle bin.
 - (c) What is desktop ? Explain all the parts of desktop in detail.
 - (d) Write a note on Auto-text.
- 3 Answer following in brief :**
- (a) What is mail merge ? Write detail note on mail merge. **10**
 - (b) Write a short note on Macro. **5**
- 4 Answer any three :** **18**
- (a) What is a chart ? Define all the terms associated with a Chart.
 - (b) What is database ? Explain Sorting and filtering facility in Excel.
 - (c) Define presentation. Explain slide transition.
 - (d) Explain different view of PowerPoint.
- 5**
- (a) Write a note on application of internet. **6**
 - (b) Answer in brief any two : **6**
 - (i) Write note on IP address
 - (ii) Give full form of DNS, SMTP, POP.
 - (iii) Differentiate cut-paste and copy-paste.
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