



DJ-1825

First Year B. C. A. (Sem. I) Examination

September / October – 2007

105 : PC - S/W : Paper - I

Time : 3 Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दृशविक - निशानीवाणी विगतो उत्तरवडी पर अवश्य लभवी.
Fillup strictly the details of signs on your answer book.

Name of the Examination :
F. Y. B. C. A. (Sem. 1)

Name of the Subject :
105 : PC - S/W : 1

Subject Code No. : 1 8 2 5 Section No. (1, 2,.....) : Nil

Seat No. : [] [] [] [] [] [] [] [] [] []

Student's Signature

- (2) Question 1 is compulsory.
(3) Figures to the right indicate full marks.

1 Answer in brief :

14

- (1) What is the use of Thesaurus command? What is the shortcut key of it?
- (2) How do you convert Lower case letters to Title case, Title case letters to Uppercase using keyboard without menu?
- (3) What is the difference between Paste and Paste Special commands of Excel?
- (4) What is WWW? What is Web browser? Give any two examples of web browser.
- (5) Explain CONCATENATE AND PROPER functions of Excel with suitable example.
- (6) Define the following terms:
 - (a) Handout
 - (b) Speakers Notes
- (7) What are icons? Explain the function of taskbar?

DJ-1825]

1

[Contd...

2 Answer any two :

14

- 15x (a) Explain My computer, Network neighbourhood, recycle bin icons of the desktop.
- 100 (b) Write a short note on control panel.
- ✓ (c) Explain page setup command of MS Word. 301

3 Answer any two :

14

- (a) Write on functionalities of table menu in Word.
- (b) What is sorting? How it is applied in excel database.
- (c) Discuss the spell check feature of word? 28
- (d) What is spreadsheet software? Give the example of spreadsheet software? Why it is used? Discuss the features of spreadsheet software? 2123

4 Answer any two :

14

- (a) What is chart? List its type. Explain in details various chart components. 407 (523)
- (b) What is Pivot table? Give advantage of using it? Write steps to create Pivot table giving example? 665
- (c) What is function? List the category of functions available in Excel. Explain one function from any two categories.
- (d) How will you make a PowerPoint presentation more effective? Explain. 696

5 Answer any two :

14

- (a) What is E-mail? Give advantage of using it. What is the meaning of TO, CC, BCC, Subject and Attachment? Also give steps to compose and receive E-mail.
- (b) Explain Slide transition and custom animation.
- (c) Explain Change case and Drop cap command of MS Word.
- (d) Write a short note on Window explore. 177