



RG-1825

First Year B. C. A. (Sem. I) (ATKT) Examination
April / May – 2008
105 - PC S/W - I

Time : Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दृष्टवित - निशानीयाणी विगतो उत्तरवली पर अवश्य दपनी.
Fillup strictly the details of signs on your answer book.

Name of the Examination :
First Year B. C. A. (Sem. 1) (ATKT)

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

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

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

Student's Signature

(2) Figure to right indicate full marks.

1 Answer the following question in short

(1) Write a steps to insert following in your document.

10

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- (2) What will you play an audio CD from the desktop ?
- (3) What is the difference between paste and paste special command of Excel ?
- (4) What are icons ? Explain the function of taskbar.
- (5) When would you use "# # # # #" and #NAME ?
- (6) What are design templates ?
- (7) Define the following terms :
(a) Handout (b) Speackers Notes
- (8) How would you search all the power point files on your computer ? Where file names start with S and file name should be displayed in ascending order ?
- (9) When you copy a cell containing a formula, will it automatically update ? justify.
- (10) How will you convert table to text ?

2

- (1) Which software is used to create this question paper ? Explain any four features that are used.
- (2) How will you make a PowerPoint presentation more effective ? Explain.

8+7

OR

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- 2 (1) Write down short note on Table menu. 8+7
(2) What are views ? Explain different views of PowerPoint.

- 3 (1) Consider the given information. How will you proceed for creating a chart for comparing the piece? 8+7

Item	Price
COLOUR MONITOR	5000
KEY BOARD	200
MOUSE	100
INK JET PRINTER.....	3000

- (2) Giving example explain the difference in result on using absolute and relative cell reference.

OR

- 3 (1) Excel provides you with a feature of viewing only particular records in the list. Explain this feature in detail. 8+7
(2) Explain Pivot table and Pivot report.

- 4 (1) Explain Network neighborhood, Desktop and Briefcase. 8+7
(2) What are the various ways of formatting done in Excel ? Explain it.

OR

- 4 (1) Explain control panel. 8+7
(2) Define data point, data series and legends.

- 5 (1) Explain the following function with syntax and example : 8+7
(a) Replace (b) SumIf
(2) (a) How to restore back the files, which are lost, due to formatting ?
(b) Give the difference between copy and diskcopy.

OR

- 5 (1) Explain the following function with syntax and example : 8+7
(a) And (b) CountIf
(2) (a) How will you automise a presentation ?
(b) Explain Doskey or Lable command with syntax and example.