



C-1825

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

Time : 3 Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दशांशविक निशा-नीवाणी विगतो उत्तरवदी पर अवश्य वपवी. Fillup strictly the details of signs on your answer book.		Seat No. :	
Name of the Examination :		0 0 0 6 1 4	
FIRST YEAR B. C. A. (SEM. I) (ATKT)		Student's Signature <i>[Handwritten Signature]</i>	
Name of the Subject :			
105 - PC S/W - 1			
Subject Code No. :	1 8 2 5	Section No. (1, 2,.....) :	Nil

(2) Question-1 is compulsory.

(3) Figures to the right indicate full marks.

- 1 (a) What is hidden file ? 10
(b) What is the use of autoexec.bat file ?
(c) Write the combination of keys to insert the row in table.
(d) Differentiate COPY and XCOPY command.
(e) What is internet ?
(f) Give full form of MIME and URL.
(g) What is the use of symbol table/character map ?
(h) Write short cut key for find and replace of msword ?
(i) Define presentation.
(j) Write use of RPAD and CONCATENATE function.

- 2 Answer any three : 15
(a) What is command ? Differentiate between internal and external command.
(b) What is shortcut ? How to create shortcut in start menu ?
(c) Write note on Recycle bin.
(d) Write note in taskbar.

- 3 Attempt any three : 15
(a) Explain organization of worksheet.
(b) Write any three math function of Excel.
(c) Write note on scenario utility of MS Excel.

- (d) What is database ? Explain sorting and filtering facility in Excel.
- 4 (a) What is paragraph ? How to create hanging paragraph ? 5
- (b) What is presentation ? Write down steps to create complete animated presentation. 10

OR

- (b) What is Pivot table ? Give advantage of using it ? Write steps to create Pivot table giving example ? 10
- 5 Answer in brief any five : 15
- (a) Explain URL and POP3
- (b) What is domain ? What is the use of domain name ?
- (c) Write note on application of internet.
- (d) Write note on auto fill utility of Excel. Also explain IFF () function.
- (e) Write note on page setup.
- (f) Explain slide transition.