



BA-1825

First Year B. C. A. (Sem. I) Examination
September / October – 2009
105 - PC S/W - I

Time : 3 Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दशांशविक निशानीवाणी विगतो उत्तरवही पर अवश्य वपवी.
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 - I

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 short : (any ten)

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- (1) What is Icon ?
- (2) What is the function key to run slide show ?
- (3) How will you convert table to text ?
- (4) What is the use of Shrink to fit in Ms-word ?
- (5) What is Internet ?
- (6) Define Hand notes and Speaker notes.
- (7) When you copy a cell containing a formula, will it automatically update ? Justify ?
- (8) What is hyperlink ? What is the short key of it ?
- (9) What are the different ways to edit the contents of cell ?
- (10) Is the space reserved for Recycle bin ?
- (11) What is tool tip ?
- (12) When would one see "#####" in a cell of Excel ?

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[Contd...

2 (a) In which view you can insert header and footer ? Also discuss all the buttons available in header and footer toolbar ? 6

(b) Explain the Change Case command of Ms-word. 4

OR

2 (a) Explain the functionality of Table menu of Ms-word. 6

(b) Explain the Drop cap effect of Ms-word. 4

3 (a) Write short notes on the following : (any three) 15

- (i) Window Explorer
- (ii) My Briefcase
- (iii) Network neighborhood
- (iv) Recycle bin
- (v) Control Panel.

(b) Explain the following DOS commands and classify them as Internal and External command : (any two) 5

- (1) Format
- (2) Prompt
- (3) Label
- (4) Copy.

OR

(b) Explain Cell reference and its types. 5

4 (a) What is Chart ? List at least five types of Charts. Write a step to create chart in excel ? 6

OR

4 (a) Write about AutoFilter and Advanced Filter with suitable example. 6

(b) Explain the following function and also state in which category they belong : (any two) 6

- (1) Substr()
- (2) Countif()
- (3) IF()
- (4) today(),

(c) Explain conditional Formatting with suitable example. 3

OR

(c) What is the difference between protecting a worksheet 3
and protecting a workbook in excel ?

5 (a) Explain different views of PowerPoint. 6

(b) Explain Slide transition and Custom Animation. 6

OR

5 (a) How will you make a PowerPoint presentation more 6
effective ? Explain.

(b) Explain Auto content wizard and Design Template. 6

(c) Differentiate between the following : (any two) 3

(1) GUI and CUI.

(2) Auto text and Auto correct.

(3) Cut-Paste and Copy-Paste.