



MF-3705

First Year B. C. A. (Sem. I) (CBCS) Examination
October/November – 2013
105 : PC Software

Time : Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दशांशविक निशानीवाणी विगतो उत्तरवडी पर अवश्य लभवी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/>
<input type="text" value="F. Y. B. C. A. (SEM. 1) (CBCS)"/>	<input type="text"/>
Name of the Subject :	<input type="text"/>
<input type="text" value="105 : PC Software"/>	<input type="text"/>
Subject Code No. : <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="0"/> <input type="text" value="5"/>	<input type="text"/>
Section No. (1, 2,.....) : <input type="text" value="Nil"/>	
	Student's Signature

- (2) All questions are compulsory.
(3) Figures to the right indicate full marks.

1 Answer the followings in short : (any ten) 10

- (i) What is the file extension of Word-2003 & Word-2007?
- (ii) What do you mean by water marking in Word?
- (iii) Differentiate the Paste and Paste Special in Excel?
- (iv) What is the Shortcut Key to change the font size?
- (v) What happen when we delete a file whose size is larger than available Recycle Bin size?
- (vi) What is the use of Word Count?
- (vii) What is the use of Split and Freeze Pane in Excel?
- (viii) How to set your PowerPoint presentation to run continue until you press ESC?
- (ix) What do you mean by search engine? Give two names of search engine?
- (x) Explain the meaning of Close & Close All & Exit ?
- (xi) Give full form of MS-DOS. Write two sentences about it.

2 Answer the following : (any two) 14

- (i) How you can use Condition Formatting & Validation in Student Result Sheet?
- (ii) What is Mail Merge ? Explain the mail merge with all option available in "Select Recipients".
- (iii) What is Control Panel? Explain Any Six options of it.

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[Contd....

- 3 Answer the following : (any four) 16**
- (i) Explain Recycle Bin in detail
 - (ii) Explain the following DOS commands
 - (a) CD
 - (b) Vol
 - (c) Format
 - (d) Date
 - (iii) Explain Find, Replace and Go To commands in Word.
 - (iv) Explain use of Hyperlink in Powerpoint.
 - (v) Explain any four text functions in Excel :
- 4 Answer the following : (any three) 15**
- (i) Explain Header and Footer in Ms Excel.
 - (ii) Explain Page Setup in MsWord.
 - (iii) How to protect your word document?
 - (iv) Explain Set up Show, Slide Transition & Custom Animation in PowerPoint.
- 5 Answer the following : (any three) 15**
- (i) Explain Goal Seek and Scenario in Excel with example.
 - (ii) Explain different view of PowerPoint.
 - (iii) Explain Print Preview in Ms. Word
 - (iv) Use of Internet
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