



NK-1405

First Year B. C. A. Examination

October / November – 2011

PC - Software - I

Time : Hours]

105

[Total Marks : 70

Instructions :

(1)

नीचे दशांशवेक निशानीवाणी कियतो उत्तरवही पर अवश्य लपवी.
Fillup strictly the details of signs on your answer book.

Name of the Examination :
First Year B. C. A.

Name of the Subject :
PC - Software - I

Subject Code No. : 1 4 0 5 Section No. (1, 2,.....) Nil

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

Student's Signature

- (2) The marks are indicated against each question.
(3) Mention your options clearly.
(4) Draw figure wherever necessary.

1 Answer the following questions in short : (Any ten) 10

- (i) What is the function of taskbar ?
- (ii) What is the use of autoexec. bat file ?
- (iii) What are internal commands ?
- (iv) Differentiate COPY and XCOPY command.
- (v) What is shortcut key for find and replace of MS-Word ?
- (vi) What is an active Cell ?
- (vii) Define term region.
- (viii) What are design templates ?
- (ix) Differentiate paste and paste special command of Excel
- (x) Define term presentation.
- (xi) What is Internet ?
- (xii) Differentiate CUI and GUI.

2 Answer any three : 15

- (i) Explain DIR command in detail.
- (ii) Write a note on My Computer.
- (iii) Write a note on taskbar.
- (iv) Explain page setup menu of MS-Word.

- 3 Answer the following in brief : 15
- (i) What is mail merge ? Write detail note on mail Merge. 10
 - (ii) Discuss the spell check feature of word. 5
- 4 Answer any three : 18
- (i) Explain organization of worksheet.
 - (ii) What is sorting ? How to apply sorting in Ms-Excel Database ?
 - (iii) How will you apply transition and Animation effect to your presentation ?
 - (iv) Explain different view of Power Point.
- 5 (1) Write a note on application of internet. 6
- (2) Answer in brief (any two) 6
- (i) Write the use of RPAD and CONCATENATE function.
 - (ii) Give full form of TCP, HTTP, DNS.
 - (iii) Differentiate Auto text and Auto correct.