

f.c-2008



DM-0865

First Year B.C.A. (Sem. I) Examination

November/December - 2006

105 - PC Software : Paper - I

(New Course)

Time : Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दस्तावेज निशुनीवानी विगतो उत्तरवही पर अवश्य कम्पली.
Fillup strictly the details of signs on your answer book.

Seat No. :

0	6	0	4	1	5
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Name of the Examination :
F. Y. B.C.A. (Sem. 1)

Name of the Subject :
105 - PC Software : Paper - 1

Subject Code No. :

0	8	6	5
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 Section No. (1, 2,.....) : Nil

Student's Signature
fshairb

- (2) Question 1 is compulsory.
- (3) Draw the figure wherever necessary.
- (4) Figures to right indicate full marks.

1. Answer in short

10

- (1) What is e-mail ? Give the advantages of e-mail
- (2) Give the various ways of copying files from one folder to another.
- (3) What is the difference between AutoCorrect and AutoText ?
- (4) What is the shortcut key of Superscript and Subscript ?
- (5) When you see Delete button on the Spelling and Grammar dialog box ? What is the purpose of it ?

DM-0865]

1

[Contd...

- (6) When would you see "#####" in cell of Excel.
- (7) What is the use of Drop cap effect ?
- (8) What is a search engine ? Give ex.
- (9) What is icon ?
- (10) Define workbook.

2/ (a) Write a short note on control panel. 6

(b) What is Word Processing ? Give its pro's and con's. 6
Give the ex. of word processor. What is the use of Word Processor ?

OR

(b) What is chart ? List its type. Write steps to create chart in excel. 1

(c) What is protocol ? Give full form of HTTP and SMTP. 3

3 (a) Explain conditional formatting and AutoFormat command of Excel. 6

(b) How will you make a Power Point presentation more effective ? Explain. 6

OR

(b) What are views ? Explain different views of PowerPoint. 6

(c) Define desktop, normally what does it have. how to create an icon on desktop ?

4 Attempt any three : 15

(a) What is tab ? What is default tab stop position in MS-Word ? Explain different types of tabs available in MS-Word.

~~(a)~~ Excel provides you with the feature of viewing only particular records in the list. Explain this feature in detail.

~~(b)~~ (c) What is function ? What are the advantages of using excel function ? Explain the use of ~~CONCATENATE~~ and ~~PROPER~~ functions.

~~(c)~~ (d) Write a short note on Macro.

5 Answer any three :

15

~~(a)~~ (a) Write a short note on Internet.

(b) (1) How can you hide/unhide a slide in power point ?

(2) How can you make power point presentation automatic ?

(3) How can you add video clipping in a presentation ?

~~(b)~~ (c) Explain spell check feature of Word.

~~(c)~~ (d) Write a short note on window explorer.

(e) What is cell reference ? Giving ex. Explain absolute and relative cell reference.