



KA-3705

First Year B. C. A. (Sem. I) (CBCS) Examination
September / October – 2012
105 : PC - Software

Time : 3 Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दृष्टावेब निशानीवाणी विगतो उत्तरवही पर अवश्य बजवी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	
First Year B. C. A. (Sem. 1) (CBCS)	
Name of the Subject :	
105 : PC - Software	
Subject Code No. : 3 7 0 5	Section No. (1, 2,....): NIL
	Student's Signature

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

1 Answer in short :

10

- Define taskbar.
- What is an Active cell ?
- When would you see "N/A" in a cell of Excel ?
- Give full form of MIME and WWW.
- What is internet ?
- Define presentation.
- Write a dos command to search all excel files where the file name start with s ?
- Define the term Range.
- Difference between auto text and autocorrect.
- Is the space reserve for recycle bin ?

2 Answer the following (any three)

15

- Explain the following DOS commands : (any two)
 - XCopy
 - Copy
 - Dir
 - Tree.
- What is desk top ? Explain all parts of windows in detail.
- Write a short note on macro.
- Write a note on Spelling and Grammar check utility.

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[Contd...

3 Answer the following : (any three) 15

- (i) What is filtering ? How to apply filtering in ms excel database ?

OR

- (i) What is Function ? What are the advantages of Function ? Explain the use Round () and Ceiling () functions.
- (ii) Write a note on Header and Footer in MS Excel.

OR

- (ii) What is chart ? List at least five types of charts. Write a step to create charts in excel ?
- (iii) Explain cell reference and its type.

4 Answer the following : (any three) 15

- (i) Explain different view of PowerPoint.
- (ii) How will you apply transition and Animation effect to your presentation ?
- (iii) Explain My Computer and Recycle bin.
- (iv) Explain Handout and Speaker Notes.

5 Answer the following : 15

- (i) Write a note on application of internet. 5

OR

- (i) What is the protocol ? Explain internet mail protocols. 5
- (ii) What are the different techniques of Protection in Excel ? 5
- (iii) Differentiate the following : 5
- (a) Paste and Paste Special
- (b) Softcopy and Hardcopy.