



H-1805
First Year B. C. A. (Sem. I) Examination
March / April – 2009
105 : PC S/W - I

Time : Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दशावेष निशानीवाणी विगानी उत्तरवादी पर अवश्य वापदी.
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 0 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 (a) Define taskbar. 10
(b) What is the short out key for Undo and Redo utility of MS word?
(c) List and explain at least two switch of Attrib command.
(d) How to insert formula in word table?
(e) Word can run only on windows and DOS (true/false). Justify.
(f) Define Macro.
(g) What is the use of Command.com file?
(h) Define range.
(i) Define cell. What is active cell?
(j) Define GUI.

- 2 Answer any three : 15
(a) Explain DIR command in detail
What is desktop? Explain all the icons of desktop in detail.
(c) Write note on My Computer.
(d) Write note on paragraph hanging.

- 3 Attempt any **three** : 15
- (a) Explain page setup menu of msword.
 - (b) What is function? What are the advantages of using excel function? Explain the use of round () and ceiling ().
 - (c) Define presentation. Explain slide sorter view.
 - (d) Write note on Windows Explorer.

- 4 (a) Write note on spell and grammar check utility. 5
- (b) What is mail merge? Write detail note on mail merge. 10

OR

- (b) What is macro? Give advantage and disadvantage of macro. Write down steps to create macro. Write macro for deleting the sheet from workbook.

- 5 Answer in brief any **five** : 15
- (a) Write note on IP address.
 - (b) What is protocol? Give full form of DNS, POP, HTTP, SMTP, and TCP.
 - (c) What is E-mail? Give advantage of using it. Also give the format of E-mail.
 - (d) Write note on slide transition.
 - (e) Write note on header and footer.
 - (f) What is the use of filter? Write note on auto filter.

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