P-3705

First Year B. C. A. (Sem. I) (CBCS) Examination
March/April – 2014
105 : PC Software

Time : **3 Hours**]

[Total Marks : **70**

Instructions :

(1)

नीचे દર્શાવેલ 🠄 નિશાનીવાળી વિગતો ઉત્તરવહી પર અવશ્ય લખવી. Fillup strictly the details of 🠄 signs on your answer book.	Seat No. :
Name of the Examination : 🠄 **F. Y. 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 the following question in short : (any ten)   **10**

 (i)   Difference between Softcopy and Hardcopy.

 (ii)   What is wrap text in Excel?

 (iii)   When would you see "#REF!" in a cell of Excel?

 (iv)   What is Foot note and End note?

 (v)   What is Internet?

 (vi)   What is Alignment?

 (vii) What is web browser? Give any two examples of web browser.

 (viii) What are design templates?

 (ix)   Difference between Auto text and Autocorrect?

 (x)   Write a step to create series i, ii, iii.......x.

 (xi)   What is the file extension of Word-2003 and Word-2007 ?

2   Answer the following : (any three)   **15**

 (i)   Explain the following DOS commands.

   (a)   Attrib

   (b)   Copy

   (c)   Rename

   (d)   Tree

   (e)   Prompt

P-3705]   1   **[Contd...**

(ii) What is desktop? Explain all parts of windows in detail.

(iii) What is macro? Write a step to create macro.

(iv) Write a note on print command in Ms Word.

3   Answer the following :   **15**

(i) What is filtering? How to apply filtering in Ms Excel   **10**
database ?

OR

(i) What is chart? List at least five types of charts. Write
a step to create charts in Excel ?

(ii) Explain Control Panel.   **5**

4   Answer the following : (any three)   **18**

(i) Explain different view of PowerPoint.

(ii) Define Presentation. Explain Handout and Speaker
Notes.

(iii) Explain Change Case in details.

(iv) Explain cell reference and its type.

5   Answer the following :   **12**

(i) Write a note on application of internet.   **6**

(ii) Answer in brief : (any two)   **6**

    (a) Write the use of AND and OR function.

    (b) Give the full form of POP, TCP, HTTP, MIME,
SMTP and URL.

    (c) Difference between GUI and CUI.