Paper Code : 21305

F-405

B.C.A. (First Sem.) Examination, 2022-23

(New Course)

Paper-BCA-105-N

PERSONAL COMPUTER SOFTWARE

Time : Three Hours]　　　　*[Maximum Marks : 70*

Note : Attempt any **five** questions. **All** questions carry equal marks.

1. (a) What do you understand by rebooting? Differentiate between warm reboot and cold reboot.

   (b) What is 'autoexec.bat' file? Explain its significance.

2. (a) What do you mean by page layout? How can be add or change the border of a page.

   (b) Explain the purpose of following:

      (i) Hyperlink

      (ii) Find, replace and goto

3. (a) What do you understand by cell referencing? Explain various types of it with example.

   (b) Write use of MS-Excel and describe the following:

      (i) Spreadsheet

      (ii) Cell

4. (a) What is meant by mail merge? What is its advantage?

   (b) What is macro? How macros are created and run?

5. (a) What is meant by Database Management System? Explain with example.

   (b) What is a computer virus? How does computer virus spread?

6. (a) Describe internal and external DOS commands.

   (b) What is the difference between file and directory? Give steps to create a directory.

7. (a) What is the difference between slide transition and slide animation?

   (b) What is the difference between toggle case and sentence case when using change case?

8. Write short notes on any **four** :

   (a) File Allocation Table

   (b) Corel Draw

   (c) Office Automation

   (d) E-mail

   (e) Function wizard