



Name :

Roll No. :

Invigilator's Signature :

CS/BCA/SEM-1/BCA-104/2009-10
2009
PC SOFTWARE

Time Allotted : 3 Hours

Full Marks : 70

The figures in the margin indicate full marks.

*Candidates are required to give their answers in their own words
as far as practicable.*

GROUP – A
(Multiple Choice Type Questions)

1. Choose the correct alternatives of the following : $10 \times 1 = 10$
- i) '.RM' extensions refers usually to what kind of file ?
 - a) Backup file b) Audio file
 - c) Animation/movie file d) MS Encarta document.
 - ii) '.BMP' extension refers usually to what kind of file ?
 - a) compressed archive file
 - b) image file
 - c) temporary file
 - d) audio file.
 - iii) Which of the following is website design software ?
 - a) MS Word b) MS Front Page
 - c) MS Internet Explorer d) MS Publisher.



- iv) HTML stands for
 - a) Hypertext Markup Literature
 - b) Hypertext Markdown Language
 - c) Hypertext Market Literature
 - d) Hypertext Markup Language.
- v) Which of the following is non-linear printer ?
 - a) Line Printer
 - b) Dot Matrix
 - c) Laser Jet
 - d) Daisy Wheel.
- vi) Filter is created for
 - a) Filtering tab
 - b) Filtering
 - c) Finding information
 - d) None of these.
- vii) Windows provides a temporary area called
 - a) memory
 - b) paste
 - c) clipboard
 - d) all of these.
- viii) An icon is a
 - a) file
 - b) shortcut
 - c) navigation tool
 - d) pictorial representation of files and folders.
- ix) An operating system is a
 - a) collection of executable programs
 - b) system software
 - c) bridge between user and computer hardware
 - d) all of these.
- x) OLE stands for
 - a) Object Locking Environment
 - b) Object Linking Environment
 - c) Object Latch Environment
 - d) None of these.



GROUP – B
(Short Answer Type Questions)

Answer any *three* of the following.

$3 \times 5 = 15$

2. What is word-wrap ? Describe auto correct feature. 2 + 3
3. What is Watermark picture ? How to apply it on a picture ?
2 + 3
4. a) Explain the term Hyphenation in MS-Word.
b) Write down the steps for implementing Hyphenation in MS-Word. 2 + 3
5. What is the significance of Page Set-up ? How will make a page set-up in MS-Word. 5
6. Write short notes on the following : $2 \times 2 \frac{1}{2}$
 - a) Macro
 - b) Windows explorer.

GROUP – C
(Long Answer Type Questions)

Answer any *three* of the following.

$3 \times 15 = 45$

7. a) Explain the process of adding and deleting slides in a power point presentation. Describe different steps for creating an animated slide presentation. 2 + 4
b) Write the steps of database creation. 4
c) Describe how charts are created in Excel. What are legends in Excel ? 3 + 2



8. a) What is hyperlink ? What is lookup wizard ? Describe the relationship creation between tables. $2 + 2 + 4$
- b) What is duplicate query and unmatched query ? What is pivot table ? Explain its features. $2 + 2 + 3$
9. a) What is the default size of recycle bin ? 1
- b) Write down the differences between CUI and GUI. 3
- c) What is warm booting and cold booting ? 2
- d) What is an operating system ? What are its different features ? $2 + 3$
- e) What is the use of "Control Panel" icon in MS-Windows ? Write down at least two features of "Control Panel." $2 + 2$
10. a) Write down the characteristic of Windows 98.
- b) What is USB ?
- c) What is a Chart in Excel ?
- d) Write a short note about My Computer. $4 + 2 + 3 + 6$
11. a) What is Validation Checking ? Write the steps to create a Validation Checking.
- b) What is a Pivot Table and Pivot Chart ? It is under which menu ?
- c) Write down the steps to create a Pivot Table and what are the uses of this kind of table ? $2 + 3 + 2 + 2 + 1 + 4 + 1$

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