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| 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.

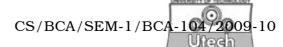
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- iv) HTML stands for
 - a) Hypertext Markup Literature
 - b) Hypertext Markdown Language
 - c) Hypertext Market Literature
 - d) Hypertext Markup Language.
- v) Which of the following is non-linear printer?
 - a) Line Printer
- b) Dot Matrix
- c) 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 sides in a power point presentation. Describe different steps for creating an animated slide presentation. 2 + 4
 - b) Write the steps of database creation.

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c) Describe how charts are created in Excel. What are legends in Excel ? 3+2

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- 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?
 - b) Write down the differences between CUI and GUI. 3
 - c) What is warm booting and cold booting?
 - 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?

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2 + 3 + 2 + 2 + 1 + 4 + 1

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