BCA/D-14

WINDOWS AND SOFTWARE

PAPER- BCA-112

Note: Question number 1 is compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each unit.

1. Select right choice:

	(i)Keyboard shortcut for CUT command is				
	(A) Ctrl + Z	(B) Ctrl + Y			
	(C) Ctrl + X	(D) None of above			
	(ii) Which of the following is a secondary memory device?				
	(A) Keyboard	(B) Disk			
	(B) ALU	(D) All of the above			
	(III) The difference between memory and storage is that memory is and storage				
	(A) Temporary, Permanent(B) Permanent, Temporary(C) Slow, fast(D) All of above				
(iv) Which of the following is not a primary storage device?					
(A) Magnetic tape	(B) Magnetic disk			
(B) Optical disk	(D) None of above			
((V) Which of the following is not true regarding conditional formatting?				
(A) You can add more than one condition to check				
((B) You can set condition to look for bold and apply italics on them.				
(C) You can apply font, border and pattern formats that meets the specified conditions.				
((D) You can delete any condition from conditional formatting dialog box if it is not required				
((VI) What happens when you press Ctrl+X after selecting some cells in Excel?				
	A) The cell content of selected cells disappear from cell and stored in clipboard. B) The cells selected are marked for cutting.				
(c) The selected cells are deleted and the cells are shifted left.				
((D) The selected cells are deleted and cells are shifted up.				
(VII) Which of the cell pointer in	dicates you that you can make selection?			

- (A) Doctor's Symbol (Big Plus)
- (B) Small thin plus icon
- (C) Mouse pointer with anchor at the tip.
- (D) None of above.

(VIII) When you start typing the same value as of some cells on same column, Excel automatically shows that text. This feature is known as

- (A) Auto fill
- (B) Auto correct
- (C) Auto complete
- (D) Auto Format

Unit-1

- 2. Explain the following icons available on Desktop:
 - (i) My Computer
 - (ii) My Documents
 - (iii) Internet Wxplorer
 - (iv) Network Neighbrohood
- 3. Explain step of copying, moving, deleting and renaming of any file.

Unit-II

- 4. Explain following of copying,
 - (i) Web Camera
 - (ii) Scandisk
 - (iii) Changing user password
 - (iv) Disk cleanup.
- 5. What is control panel? Explain various steps to add/ Remove programs.

Unit-III

- 6. What is worksheet? Explain step of insert, delete and rename a worksheet.
- 7. What is formatting? Explain any five formatting command of MS-Excel.

Unit-IV

- 8. Explain following terms:
 - (i) Absolute reference
 - (ii) Relative reference
 - (iii) Mathematical functions
 - (iv) Statistical Function
- 9. What is Macro? Describe various step of record and run of Macro.