

SARDAR PATEL UNIVERSITY

B.C.A. - (1st SEM) – EXAMINATION SEPTEMBER-2022

US01BCBA06: PERSONAL COMPUTER AND SOFTWARE PACKAGES

Date: 24/09/2022 (Saturday)Time: 9:30 AM TO 11:30 AM

NOTE: Right hand figure indicates the marks of each question.

Marks: [70]

Q. 1 Multiple Choice Questions (One marks each)**[10]**

- 1 Making modifications in a document is called _____.
(A) Operating (B) Editing (C) Executing (D) Copying
- 2 Bullets and numbering option is available under _____ menu.
(A) Format (B) Insert (C) Edit (D) View
- 3 _____ acts an interface between the PC and the user.
(A) Keyboard (B) CPU (C) Mouse (D) Hard Disk Drive
- 4 Which of the following is not a type of page margin?
(A) Left (B) Right (C) Center (D) Top
- 5 Portrait and landscape are _____.
(A) Page Orientation (B) Paper size (C) Page layout (D) None of these
- 6 Which enables us to send the same letter to different persons?
(A) Macros (B) Template (C) Mail merge (D) None of these
- 7 Calc sheet have maximum of _____ columns.
(A) 1034 (B) 1045 (C) 1025 (D) 1024
- 8 _____ is identified by its row number and column letter.
(A) Cell (B) Record (C) Formula (D) Spreadsheet
- 9 Which types of fonts are best suitable for titles and headlines?
(A) serif fonts (B) sans serif fonts (C) text fonts (D) picture fonts
- 10 To protect a worksheet, you can choose Protection and the Protect Sheet from the Menu.
(A) Edit (B) Format (C) Tools (D) Data

Q. 2 Fill in the blanks and True / False. (One marks each)**[08]**

- 1 _____ is the extension of text files.
- 2 _____ is the short cut key is used for save a writer file.
- 3 _____ function used for returns the factorial of a number?
- 4 Material consisting of text and numbers is best presented as _____.
- 5 Control key is also called super-shift key. (True / False)
- 6 CTRL +H is the short cut key is used for find and replace.(True / False)
- 7 CSV stands for Comma-Separated Values. (True / False)
- 8 Special effects used to introduce slides in a presentation are called transitions. (True / False)

Q. 3 Short answer questions (Attempt any 10 out of 12)

[20]

- 1 Explain Bold, Underline and Italicize of text.
- 2 What is Word count?
- 3 Explain the cut, copy and paste operation.
- 4 What are header and footer?
- 5 What is use of spelling and grammar?
- 6 What is mail merge?
- 7 What is Sorting?
- 8 What is the use of Chart in Calc ?
- 9 Define Date Function.
- 10 How you can create the presentation?
- 11 What do you mean by protect worksheet?
- 12 What do you mean by slide transition?

Q. 4 Long answer questions (Attempt any 4 out of 8)

[32]

- 1 What is Personal Computer? Explain in detail.
- 2 Write short note on Operating System.
- 3 Explain the find, replace command with dialog box.
- 4 What is table? Write steps to create table in writer.
- 5 Explain Date Functions with example.
- 6 Explain any three types of simple chart in detail.
- 7 How you can insert picture, sounds, and charts in Libre Impress slides.
- 8 Explain usage of Libre Impress.
