No. of printed pages : 2

SARDAR PATEL UNIVERSITY
BCA (I Semester) (NC) Examination
Saturday, 18 April 2015
2.30 pm - 5.30 pm
US01CBCA03 : PC Software

Total Marks: 70

Marks [10]

Q - 1   Attempt Following:

1. Which part is known as a brain of the computer?
   - (A)   Monitor
   - (B)   CPU
   - (C)   Floppy Drive
   - (D)   Keyboard

2. Which of the following is an example of programming languages?
   - (A)   DOS
   - (B)   UNIX
   - (C)   COBOL
   - (D)   Windows

3. Which is the short cut key for making text Bold?
   - (A)   CTRL+I
   - (B)   CTRL+K
   - (C)   CTRL+P
   - (D)   CTRL+B

4. To insert a field from the data source in the main document, use the _____ button on the Mail Merge Toolbar.
   - (A)   View Merge Data
   - (B)   Insert Merge Field
   - (C)   Merge to Printer
   - (D)   Match Field

5. Which is the short cut key to print a document?
   - (A)   Ctrl + o
   - (B)   Ctrl + d
   - (C)   Ctrl + p
   - (D)   Ctrl + s

6. _____ key move the cursor to the next cell in the worksheet.
   - (A)   Shift+Tab
   - (B)   Ctrl + Tab
   - (C)   Tab
   - (D)   Alt + Tab

7. In Excel formulas must begin with _____ sign
   - (A) $
   - (B)   ?
   - (C)   /
   - (D)   =

8. Data can be arranged in ascending or descending order by using _____.
   - (A)   Sort command from Table menu
   - (B)   Sort command from Tools menu
   - (C)   Sort command from Data menu
   - (D)   None

9. To protect a worksheet, you can choose protection and protect sheet from _____ menu.
   - (A)   Edit
   - (B)   Format
   - (C)   Tools
   - (D)   Data

10. Special effects used to introduce slides in a presentation are called _____.
   - (A)   Effects
   - (B)   Custom Animations
   - (C)   Transitions
   - (D)   Present Animations

Q - 2   Attempt following short questions (ANY TEN)   **[20]**

1. What is an operating system? Give five examples of Operating System.

2. What is an Editor? Give at least three examples of Editors.
3. What is Word Processing? List at least five major advantages of MS-Word.
4. List any three facilities of Page Setup option of MS-Word.
5. What is a Template?
6. What is a spreadsheet? List the application areas of a Spreadsheet Package.
7. What is a cell in MS-Excel? How to enter formula and function in any cell? Give examples.
8. What do you mean by Sorting in MS-Excel? How to perform it in MS-Excel?
9. What is a Graph in MS-Excel? List any three graphs.
10. What is Pivot table? Explain in brief.
11. What is the use of presentation Tools? Give examples of it.
12. What is Slide Transition?

Q - 3 Answer the following long questions:
[A] What is Personal Computer? Explain it in details with its different parts. [05]
[B] Discuss any three editing facilities of MS-Word with examples. [05]

OR

Q-3 Answer the following long questions:
[A] What do you mean by Hardware and Software? Explain Software in details. [05]
[B] Discuss different facilities of Font dialog box. [05]

Q - 4 Answer the following long questions:
[A] What is Mail Merge? Explain its different steps with example. [05]
[B] What do you mean by spelling checking facility of MS Word? Explain in details. [05]

OR

Q - 4 Answer the following long questions:
[A] Explain Find and Replace dialog box of MS Word. [05]
[B] What is MS-Excel? Explain most important features of MS-Excel. [05]

Q-5 Answer the following long questions:
[A] What do you mean by function in MS-Excel? Explain any three Mathematical functions of MS-Excel. [05]
[B] Explain the filter facility of MS-Excel in details. [05]

OR

Q-5 Answer the following long questions:
[A] List different types of functions used in MS-Excel. Explain any three Statistical functions with proper examples. [05]
[B] How can you import your externally created file in Excel spreadsheet? Explain. [05]

Q-6 Answer the following long questions:
[A] How can you protect your workbook and worksheet from unauthorized access? Explain. [05]
[B] What is power point? Describe the views available in MS-power point. [05]

OR

Q-6
[A] Explain What-if analysis of MS-Excel. [05]
[B] How can you insert picture, sounds, and charts in power point slides? Explain. [05]

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