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SARDAR PATEL UNIVERSITY

BCA Semester – I Examination

Saturday, 23rd November 2013

Time: 02:30 p.m to 05:30 p.m

US01BCA03: PC Software

Total Marks: 70

Q. 1 Multiple choice Questions.

[10]

- 1 Which of the following is example of programming language?
A. DOS
B. UNIX
C. COBOL
D. Windows
- 2 The spell-check feature can be initiated by pressing the function key _____.
A. F1
B. F5
C. F7
D. F9
- 3 Font option is available in _____ MENU bar
A. File
B. Edit
C. Table
D. None of this
- 4 Page margins can be changed in _____ option of File Menu.
A. page setup
B. Format Font
C. Format Paragraph
D. File
- 5 _____ key move the cursor to the next cell in the table.
A. Alt + Tab
B. Tab
C. Shift + Tab
D. Ctrl + Tab
- 6 Formula =Round(12345.12345, -3) will result in _____.
A. 2345.123
B. 12000.12000
C. 12000
D. 12345
- 7 A formula always begins with _____.
A. -
B. -
C. Bracket
D. =
- 8 MIN, MAX and AVERAGE functions belong to the _____ function category.
A. Statistical
B. Math
C. Financial
D. Date & Time
- 9 If you have a PowerPoint show you created and want to send using email to another teacher you can add the show to your email message as a (an)
A. Inclusion
B. Attachment
C. Reply
D. Forward
- 10 To protect a worksheet, you can choose Protection and the Protect Sheet from the menu
A. Edit
B. Format
C. Tools
D. Data

[P.T.O]

Q-2 Short Questions (any Ten) (Each have 2 Marks) [20]

- 1 Explain the cut, copy and paste operation.
- 2 Short note on floppy disk.
- 3 What is Active Cell?
- 4 What is a spreadsheet?
- 5 What is Operating system? give 5 examples of Operating System.
- 6 What is Drop Cap effect?
- 7 What is Formula Bar?
- 8 What is the use of Chart in Excel
- 9 What is Sorting?
- 10 What do you mean by presentation tools?
- 11 What is the meaning of formatting slides?
- 12 What is the meaning of custom animation?

Q-3

- A What is Personal Computer Explain in detail? [6]
- B What is word processing? Write the advantage of word processing. [4]

OR

- A What is WORD? Write down the features of word processor. [6]
- B Explain Screen Of Microsoft Word. [4]

Q-4

- A Explain Page Setup Dialog Box MS Word with the help of Diagram [5]
- B What is Mail Merge? Explain each step With the Help of Example. [5]

OR

- A What is Header-Footer in MS Word? Explain in detail how to add them in a document. [5]
- B Explain Find and Replace Dialog Box of MS Word. [5]

Q-5

- A What is a spreadsheet? Which are the application areas of spreadsheet package? List the popular spreadsheet packages. [5]
- B Explain Auto Sum function. [5]

OR

- A Explain the filter facility of excel in detail [5]
- B Explain any three types of simple chart in detail [5]

- Q-6** What is power point? Describe the views available in power point. [10]

OR

- Q-6** Explain usage of power point. By what are the different ways you can format your slides [10]