

[A40]

Seat No.: _____

No. of Printed Pages : 2

SARDAR PATEL UNIVERSITY
F.Y.BCA (First Semester)(CBCS) EXAMINATION 2019 (NC)
Saturday, 16th November
02.00 p.m. to 5.00 p.m.
US01CBCA03 : PC Software

Maximum Marks : 70

Note: - Answers of all the questions (including multiple choice questions) should be written in the provided answer book only.

Q.1 Multiple choice questions:

[10]

1. Which is the shortcut key to open Search option in MS WORD?
a) F5 b) F11 c) F6 d) None.
2. Header and Footer option is under _____ Menu.
a) File b) View c) Insert d) Format.
3. Which of the following is example of Editors?
a) Turbo CPP b) Notepad c) Both (a) and (b) d) None.
4. _____ key move the cursor to the next cell in the table.
a) Alt + Tab b) Shift+Tab c) Ctrl+Tab d) None
5. Page margins can be changed in _____ option of File Menu.
a) Page Setup b) Format Paragraph c) Format Font d) None.
6. Formula =Roundup (12345.12345, 2) will result in _____.
a) 12345.123 b) 12345.13 c) 13000 d) None.
7. _____ Short cut key will open Format Cell dialog box.
a) Ctrl + 1 b) Ctrl + 0 c) Alt + 1 d) None.
8. A formula always begins with _____.
a) + b) = c) - d) None.
9. You can open the Sort dialog box by choosing Sort from the _____ Menu.
a) View b) Format c) Tool d) Data.
10. Which file format can be added to a PowerPoint show?
a) .JPEG b) .GIV c) .WAV d) All of the above.

Q.2 Attempt any Ten out of Twelve.

[20]

1. Define **Operating System** give two example of Operating System?
2. Define **Editor**.
3. Explain **Floppy Disk**.
4. What is **Drop Cap** effect?
5. List the types of **Charts** available in MS Word.
6. What is **Template**?
7. What is **Active Cell**?
8. What is **Formula Bar**?
9. What is a **Spreadsheet**?
10. What is **Absolute Address** in MS Excel?
11. What do you mean by **Presentation tools**?
12. What is the meaning of **Custom Animation**?

①

(P.T.O.)

- Q.3 (a) Explain **Components of Personal Computer**. [5]
(b) List down **categories of Software classification** with example. [5]

OR

- Q.3 (a) Write **short note on Operating System**. [5]
(b) Explain **Editors** In detail with Example. [5]

- Q.4 (a) What is **Mail Merge**? Explain each step in detail. [5]
(b) Explain **Find and Replace** Dialog Box of MS Word. [5]

OR

- Q.4 (a) Explain **Spell and Grammar** check in MS Word. [5]
(b) Explain options available in **Table menu** of MS Word. [5]

- Q.5 (a) Explain **Five Mathematical Functions** with example. [5]
(b) Explain **Sorting and Filtering** facility of MS Excel. [5]

OR

- Q.5 (a) Explain **Five Statistical Functions** with example. [5]
(b) Explain **Advantages and Disadvantages of Spreadsheet Package**. [5]

- Q.6 What is **Power Point**? Describe the **Views available in Power Point**. [10]
Also discuss **usage of Power Point**.

OR

- Q.6 What is **Slide Transition**? What are the **different Slide Transitions** available in Power Point? Write down the **steps for Slide Transition** and give **Special Effects** to Power Point slide. [10]

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