

**SARDAR PATEL UNIVERSITY**  
**F.Y.B.C.A. (1<sup>st</sup> SEM) - (CBCS) NC (OLD COURSE) EXAMINATION, NOV 2019**  
**US01BCA06 - PERSONAL COMPUTER & SOFTWARE PACKAGES**

TIME: 2:00 P.M. TO 5:00 P.M.

DATE: 16 -11 - 2019 (Saturday)

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

TOTAL MARKS: [70]

**Q – 1 Select an appropriate option for following multiple choice questions.****[10]**

- 1) The Assembler converts all instruction written using mnemonics in to  

A. Machine Codes	B. Symbolic Codes
C. Assembly Codes	D. Binary Codes
- 2) \_\_\_\_\_ acts as an interface between the PC and the user.  

A. Keyboard	B. CPU
C. Mouse	D. Hard Disk Drive
- 3) \_\_\_\_\_ Key is also called super-shift key.  

A. Control Key	B. Alt Key
C. Tab Key	D. Caps Lock Key
- 4) Which of the following function key activates the spelling and grammar?  

A. F5	B. F7
C. F9	D. Shift + F7
- 5) Which of the following is the extension of writer file?  

A. .ODT	B. .ODS
C. .ODP	D. .DOCX
- 6) Which are the various possibilities for applying filters?  

A. Auto Filter	B. Standard Filter
C. Advanced Filter	D. All of these
- 7) \_\_\_\_\_ is identified by its row number and column letter.  

A. Cell	B. Record
C. Formula	D. Spreadsheet
- 8) Which file format can be added to an Impress show?  

A. .jpg	B. .gif
C. .wav	D. All of these
- 9) Calc sheet have maximum of \_\_\_\_\_ rows.  

A. 1,093,567	B. 1,433,678
C. 1,078,543	D. 1,048,576
- 10) Which types of fonts are best suitable for titles and headlines?  

A. Serif Fonts	B. Sans Serif Fonts
C. Text Fonts	D. Picture Fonts

**Q – 2 Short questions (Attempt any Ten)****[20]**

- 1) Explain the Cut, Copy and Paste option.
- 2) Describe Bold, Underline and Italicize of text.
- 3) Explain Personal Computer.
- 4) What are Header and Footer?
- 5) Explain the use of Find and Replace options.
- 6) What is use of Spelling and Grammar?
- 7) What is Sorting?
- 8) What is the use of Chart in Calc?
- 9) What is Cell Range?
- 10) How can you create Impress Presentation?
- 11) Write any two uses of Calc Spreadsheet.
- 12) How can we protect worksheet?

(P.T.O.)

- Q – 3 A] Draw and Explain parts of the main Writer window in detail. [06]  
B] Describe Classification of PC software. [04]

OR

- Q – 3 A] Write short note on Operating System. [06]  
B] Explain Editor with more than one example. [04]

- Q – 4 A] Describe Mail Merge in detail. [06]  
B] Explain Find and Replace Dialog box. [04]

OR

- Q – 4 A] What is Table? Describe How to create table in writer with Example. [06]  
B] Explain Print Dialog box. [04]

- Q – 5 A] Explain any three Date functions with Example. [06]  
B] Describe Auto Sum function with example. [04]

OR

- Q – 5 A] Explain any three Mathematical functions with Example. [06]  
B] Explain the filter facility of Calc in detail. [04]

- Q – 6 What is Impress? Describe the views available in Libre Office Impress. [10]

OR

- Q – 6 How you can insert picture, sounds, and charts in Libre Impress slides. [10]

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(2)