

SARDAR PATEL UNIVERSITY

BCA (SEM - I) Examination

Subject : - PC Software

Course : US01BCA03

Max. Marks : 70

Date : 19/11/2016, Saturday

Time: 10:00 AM to 1:00 PM

Q.1 Select best option from the following multiple choice questions. [10]

- Which of the following shortcut key to Print MS Word Documents?
(a) Ctrl + A (b) Ctrl + T
(c) Ctrl + C (d) None of these
- Which of the following shortcut key to open new document in MS Word?
(a) Ctrl + N (b) Ctrl + O
(c) Ctrl + T (d) Ctrl + S
- Which of the following shortcut key to find and replace in MS Word?
(a) Ctrl + N (b) Ctrl + F
(c) Ctrl + T (d) Ctrl + P
- Which of the following key is used for initiated spell check feature in MS Word?
(a) F1 (b) F5
(c) F7 (d) F9
- The _____ is used to move cursor to the next cell in the table.
(a) Tab (b) Alt + Tab
(c) Templates (d) Shift + Tab
- Page margins can be changed in _____ option from file menu.
(a) File (b) Page Setup
(c) Format Font (d) Format Paragraph
- The area formed by the intersection of a row and column is called _____.
(a) Work Book (b) Work Sheet
(c) Cell (d) None of these
- The formula always begins with _____.
(a) + (b) -
(c) % (d) =
- You can open the Sort dialog box by choosing Sort from ____ menu.
(a) View (b) Format
(c) Tool (d) Data
- Which file format can be added to power point show?
(a) .jpg (b) .gif
(c) .wav (d) All of these

Q. 2 Write Short Answer Questions: Attempt any Ten

[20]

1. What is Editor? Give examples.
2. Write uses of word processor.
3. Explain Copy and Paste operation.
4. What is Drop Cap?
5. What are Header and Footer?
6. What is Template?
7. What is Active Cell?
8. What is Formula Bar?
9. What is Sorting?
10. What is Pivot Table?
11. What is Filtering?
12. What is Custom Animation?

Q.3 A. Explain Personal Computer in detail. [5]

B. Explain Page Setup Dialog Box. [5]

OR

Q.3 A. Explain Font Dialog Box in detail. [5]

B. Explain Classification of PC Software. [5]

Q.4 What is Mail Merge? Write steps of Mail Merge in detail. [10]

OR

Q.4 Explain Find and Replacement Dialog Box in detail. [10]

Q.5 A. What is Cell Addressing? Explain types of cell addressing. [4]

B. Explain Date Functions with syntax and example. (any three) [6]

OR

Q.5 A. What is Spreadsheet? Write advantages of Spreadsheet Package. [4]

B. Explain Statistical Functions with syntax and example. (any three) [6]

Q.6 A. How to insert Picture, Sound and Chart in Power Point Slide. [4]

B. What is Slide Transition? Write steps to give special effects to power point slide. [6]

OR

Q.6 A. How to import externally created file in Excel? [4]

B. What is Power Point? Explain views available in Power Point. [6]

— ✕ —
②