

(38) Seat No.:

No. of Printed Pages 2

SARDAR PATEL UNIVERSITY

F.Y.B.C.A. || (SEM - I) || (CBCS) EXAMINATION 2016
US01BCA06 || PERSONAL COMPUTER ANS SOFTWARE PACKAGES

TIME: 10: 00 A.M. TO 01: 00 P.M.

DATE: 19 - 11 - 2016

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

Saturday TOTAL MARKS: [70]

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

- 1) Each computer language has its own _____.
A. Software B. Hardware
C. Rules D. Vocabulary
- 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) Portrait and Landscape are _____.
A. Page Orientation B. Paper Size
C. Page Layout D. All of the above
- 5) Which of the following is the extension of writer file?
A. .ODT B. .ODS
C. .ODP D. .DOCX
- 6) Which functions used for returns the factorial of a number?
A. FACT B. EVEN
C. ODD D. EXP
- 7) _____ is identified by its row number and column letter.
A. Cell B. Record
C. Formula D. Spreadsheet
- 8) _____ returns day of the given date value.
A. YEAR B. DATE
C. DAY D. TODAY
- 9) Special effects used to introduce slides in a presentation are called _____.
A. Effects B. Custom Animations
C. Transitions D. Present Animations
- 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) What is Personal Computer?
- 2) Define Operating System and give 5 examples of Operating System.
- 3) What is Word Count?
- 4) What is use of Spelling and grammar?
- 5) Define the term Template.
- 6) What are header and footer?
- 7) What is Active Cell?
- 8) Define Cell Range.
- 9) What is the meaning of Pivot Table?
- 10) Explain Slide Transition.
- 11) Write steps to create Impress Presentation.
- 12) What do you mean by protect worksheet?

(1)

(P.T.O.)

- Q - 3 A] Describe Personal Computer in Detail. [06]
B] Explain Editor with examples. [04]

OR

- Q - 3 A] Draw and Explain parts of main Writer Window. [06]
B] Describe Paragraph Dialog Box in Detail. [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] What is Cell Addressing? Explain different type of cell addressing available in Libre Office Calc. [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 Explain Pivot Table Facility in Libre Office Calc with Example. [10]

— X —
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Best of Luck