SARDAR PATEL UNIVERSITY

F.Y.B.C.A. (SEM-I) (NC-2010 Batch) EXAMINATION October/November – 2018

US01CBCA03 : PC Software

Date:24/11/2018, Saturday   Time: 02:00 to 05:00 PM   Total Marks : 70

[10]

Q.1 Multiple choice questions:

1. Which of the following is example of programming language?
   (a) COBOL   (b)UNIX   (c) DOS   (d) Windows

2. _____ is not an input device.
   (a)keyboard   (b)printer   (c) mouse   (d) scanner

3. _____ is shortcut key to make text larger.
   (a) ctrl+<   (b)ctrl+>   (c) ctrl+shift+>   (d) ctrl+shift+<

4. The spell-check feature can be initiated by pressing the _____ function key.
   (a) f1   (b) f5   (c) f9   (d) f7

5. In mail merge, any number of fields can be used in the data source.
   (a) true   (b) false

6. The area formed by the intersection of a row and column is called the _____.
   (a) spreadsheet   (b) cell   (c) formula   (d) worksheet

7. Formula =round(123.123,-1) will result as _____.
   (a)123.120   (b) 123   (c) 120   (d) 120.120

8. Which of the following will remove all filters placed on a worksheet list?
   (a) data, filter, remove filter   (b)data, sort, remove filter
   (c) data, sort, show all   (d)data, filter, show all

9. Special effects used to introduce slides in a presentation are called _____.
   (a) transactions   (b) effects   (c) animation   (d) resent animation

10. Which of the following is not one of power point's views?
    (a) outline view   (b) presentation view   (c) slide view   (d) slide show view

[12]

Q.2 Attempt any six out of eight.

1. Differentiate cut and copy operation.
2. What is editor? List out any four editors.
3. What is active cell in MS Excel?
4. What is page break?
5. What is the use of chart?
6. What is mixed address in MS Excel?
7. What is the meaning of custom animation?
8. What do you mean by slide transaction?

(P.T.O)

(1)

Q.3 (a) Explain classification of PC software. [4]
(b) Write a note on input devices. [4]

OR

(a) Explain functions of operating system.
(b) Write a note on floppy disk.

Q.4 (a) What is word processing? Explain features of word processing. [4]
(b) Explain the page setup dialog box in detail. [4]

OR

(a) How can you set header and footer in word? Explain it in detail. [4]
(b) How can you use bullet and numbering? [4]

Q.5 (a) Explain find and replace dialog box of MS Word. [4]
(b) What is header-footer in MS Word? Explain it in brief. [4]

OR

(a) What is mail merge? Explain it in brief. [4]
(b) Explain template facility of MS Word in detail. [4]

Q.6 (a) What is cell addressing? Explain different types of cell addressing available in MS [4]
Excel.
(b) Explain if() and auto sum($\sum$) function. [4]

OR

(a) What is spreadsheet? Explain advantages of spreadsheet. [4]
(b) Explain any four mathematical functions with example. [4]

Q.7 (a) What is macro? Discuss the procedure to create and execute a macro with example. [4]
(b) Explain sort facility of Excel. [4]

OR

(a) Differentiate clearly simple chart and pivot chart. [4]
(b) Explain the filter facility of excel in detail. [4]

Q.8 (a) How can you insert picture, sounds, and charts in power point slide? [4]
(b) What is power point? Describe the views available in power point. [4]

OR

(a) What are the different effects available in power point? [4]
(b) Write a short note on features of presentation tool. [4]

— X —