Sardar Patel University

BCA Examination (I Semester) NC (JUNE 2011 BATCH)
Friday, 26th October 2018
10.00 AM – 01.00 PM
PC SOFTWARE: US01CBCA03

Total Marks: 70

Q-1. Multiple Choice Questions. [10]

1) Which of the following shortcut key to Print MS WORD DOCUMENTS?
   A. CTRL+ A
   B. CTRL + T
   C. CTRL + C
   D. None of the above

2) 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

3) 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

4) Which of the following shortcut key is used to initiate spell check in MS WORD?
   A. F1
   B. F5
   C. F7
   D. F9

5) The _____ is used to move cursor to next cell in the Table.
   A. Tab
   B. ALT+ TAB
   C. Templates
   D. SHIFT+TAB

6) Page margin can be changed in _____ option from the file menu.
   A. File
   B. Page Setup
   C. Format Font
   D. Format Paragraph

7) The area formed by intersection of a row and column is called _____.
   A. Work Book
   B. Work Sheet
   C. Cell
   D. None of them

8) The formula always begins with _____.
   A. +
   B. -
   C. %
   D. =

9) You can open the Sort dialog box by choosing Sort from _____ menu.
   A. View
   B. Format
   C. Tool
   D. Data

10) Which File format can be added to power point show?
    A. .jpg
    B. .gif
    C. .wav
    D. All of these

Q-2 Short Questions [Any ten] [20]

1. Write uses of Word Processor.
2. What is Editor? Give Examples.
3. Explain copy and Paste operation.
4. What is Drop cap?
5. What is Header and Footer?
6. What is Template?

7. What is Active Cell?
8. What is Formula Bar?
9. What is Active Cell?
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

A. Explain Font Dialog Box in detail. **[5]**
B. Explain Classification of PC Software. **[5]**

Q-4

A. What is Mail Merge? Write steps of Mail Merge in detail. **[10]**

OR

A. 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 two). **[6]**

OR

A. What is Spreadsheet? Write advantages of Spreadsheet Package. **[4]**
B. Explain mathematical 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

A. How to import externally created file in excel? **[4]**
B. What is Power Point? Explain views available in Power Point. **[6]**

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