SEAT No._

12.

Describe Custom Animation.

No. of Printed Pages : 2

SARDAR PATEL UNIVERSITY No. of Printed Pa F.Y.B.C.A. - (SEM – I) - (CBCS) NC (OLD COURSE) EXAMINATION 2018 US01CBC 406 - PERSONAL COMPUTER & SOFTWARE PACKAGES

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NOTE: Righ	t hand figure indicates the marks of each question.			DATE: 26 – 10 – 2018 (Friday) TOTAL MARKS: [70]	
Q – 1	Select an appropriate option for following a				
1.	Key is also called super-shift ke	ey.			
	A. Control Key	В.	Alt Key		
	C. Tab Key	D.	Caps lock Key		
2.	Making modifications in a document is call	ed	•		
	A. Operating	В.	Editing		
	C. Executing	D.	Copying		
3.	Each computer language has its own		<u>.</u> .		
	A. Hardware		Rules		
	C. Software	D.	Vocabulary		
4.	Portrait and Landscape are				
	A. Page Orientation	B.	Paper Size		
	C. Page Layout	D.	All of above		
5.	is the short cut key is used for	or find	and replace.		
,	A. CTRL + G	В.	CTRL + J		
	C. CTRL + H	D.	CTRL + R		
6.	enables us to send the same I	etter to	different persons.		
	A. Macros	В.	Template		
	C. Mail Merge	D.	None of these		
7.	Which function used for returns the current computer system date?				
	A. TODAY	В.	YEAR		
	C. DAY	D.	MONTH		
8.	is identified by its row number and column letter.				
	A. Cell	B.	Record	•	
	C. Formula	D.	Spreadsheet		
9.	Special effects used to introduce slides in a presentation are called				
	A. Effects	В.	Custom Animation	าร	
	C. Transitions	D.	Present Animation	s	
10.	Which file format can be added to an Impres	s show	?		
	Ajpg	В.	.giv	,	
	Cwav	D.	All of these		
Q – 2	Short questions (Attempt any Ten)			[20]	
1.	What is Libre Office Writer?				
2.	Describe the Cut, Copy and Paste Operation				
3,	What is Personal Computer?				
4.	Explain the use of Find and Replace Operation	ons.			
5.	What is the use of spelling and grammar?				
6. 7.	Explain template. What is Cell Range?				
8.	Explain the term Sorting.				
9.	What is the use of Libre Office Calc?				
10.	How you can create the Impress presentation	1?			
11.	Explain Slide Transition.				

Q-3	A. What is Personal Computer? Explain in detail.	[06]
	B. Explain Classification of PC Software.	[04]
	OR	
Q – 3	A. Draw and Explain parts of the main Writer window.	[06]
	B. Explain Editors in detail with more than one example.	[04]
Q – 4	A. Describe Mail Merge in detail.	[06]
	B. Explain Print Dialog box.	[04]
	OR	·
Q – 4	A. What is Table? Describe How to create table in writer with example.	[06]
	B. Explain Find and Replace Dialog box.	[04]
Q-5	A. Explain any three Mathematical Functions with example.	[06]
	B. How you can import your externally created file in Calc spreadsheet.	[04]
	OR	
Q-5	A. Explain any three Date Functions with example.	[06]
	B. Explain the filter facility of Calc in detail.	[04]
Q - 6	Describe Pivot Table Facility of Libre Office Calc with example.	[10]
	OR	
Q - 6	What is Impress? Describe the views available in Libre Office Impress.	[10]
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