SARDAR PATEL UNIVERSITY
M.Sc. IT (Integrated) EXAMINATION, SEMESTER – I
Tuesday, December 11th, 2012
Session: MORning Time:10:30 a.m To 1:30 p.m
Subject: PC SOFTWARE   Sub Code: PS01CIIT04

Total Marks: 70

Q.1   Multiple Choice Questions.   10

1) From _____ menu you can insert Header and Footer.

[a] Insert   [b] Format

[c] Tools   [d] View

2) Operating System is a/an _____.

[a] System Software   [b] Communication Software

[c] Application Software   [d] Utility Program

3) _____ is the short cut key for find and replace.

[a] CTRL + G   [b] CTRL + H

[c] CTRL + j   [d] CTRL + R

4) A blank white space for binding a document is known as _____.

[a] Left margin   [b] Top margin

[c] Gutter margin   [d] Right margin

5) =$B5 is a _____ address.

[a] Mixed   [b] Absolute

[c] Random   [d] Relative

6) How do you rearrange the data in ascending or descending order in MS Excel 2003?

[a] Data, Table   [b] Data, Sort

[c] Data, Form   [d] Data, Subtotal

7) The arrangement of elements such as Title and subtitle text, pictures, tables etc is called _____.

[a] Scheme   [b] Presentation

[c] Design   [d] Layout

8) Shortcut key to insert a hyperlink in a slide is _____.

[a] Ctrl + H   [b] Ctrl + I

[c] Ctrl + K   [d] None of these

9) _____ is the default left margin in MS Word 2003 document.

[a] 1.25"   [b] 1"

[c] 1.5"   [d] 2"

10) _____ Toolbar button updates the data in a Pivot Table or Pivot Chart report if the source data has changed.

[a] Format Report   [b] Refresh Data

[c] Pivot Table   [d] Show Detail

P.T.O

Q.2 Answer the following questions in brief. (Attempt any 10) 20

1. Define., (1) Compiler (2) Assembler
2. What is Word Processor? Give two examples of word processor.
3. What is Operating system? Give two examples of Operating System.
4. Define Header and Footer.
5. Define Footnote and Endnote.
6. What is Table? List out different ways to create table.
7. What is an Absolute Address in MS Excel? Give one example.
8. In context to Excel functions / formulas, what is a cell range? Give one example.
9. What is a spreadsheet? Give two examples.
10. Write steps to give special effects to power point slides?
11. What is Pivot table?
12. What do you mean by protecting worksheet?

Q.3(a) Write a short note on personal computer. 05
(b) Write a short note on bullets and numbering. 05

OR

Q.3(a) Explain paragraph dialog box. 05
(b) What is word processing? Write the advantages of word processing. 05

Q.4 Explain mail merge facility with example. 10

OR

Q.4 Explain Page set up and Print dialog box. 10

Q.5(a) Explain any three Statistical Functions with example. 06
(b) Explain sorting facility of Excel. 04

OR

Q.5(a) What is cell addressing? Explain different types of cell addressing available in MS Excel. 06
(b) Explain the advantages of a spreadsheet package. 04

Q.6(a) What is macro? Discuss the procedure to create and execute a macro with example. 05
(b) Write the short note on features of presentation tool. 05

OR

Q.6(a) What are the different slide transitions available in power point? 05
(b) Write the applications of pivot table and explain it in detail. 05

+--BEST OF LUCK--+