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SARDAR PATEL UNIVERSITY  
B.sc. (CA & IT) (INTEGRATED) (Regular) AND M.Sc. IT (INTEGRATED) (NC)  
(SEM – I) EXAMINATION – 2016  
PS01CIIT04 : PC SOFTWARE and PACKAGES

Date:27/10/2016

Time:10:00 to 01:00

Total Marks : 70

Q.1 Multiple choice questions: [10]

1. The \_\_\_\_\_ is a collection of programs that control all hardware and other resources in the computer system.  
A. Operating System  
B. Computer System  
C. Software  
D. Memory
2. A set of programs associated with the operation in your PC is called \_\_\_\_\_.  
A. Hardware  
B. CPU  
C. Motherboard  
D. Software
3. \_\_\_\_\_ is the file extension of text files.  
A. .doc  
B. .txt  
C. .prg  
D. .odt
4. Which enables us to send the same letter to different persons?  
A. Macros  
B. Template  
C. Mail merge  
D. None of these
5. Which of the following function key activates the spelling and grammar?  
A. F5  
B. F7  
C. F9  
D. Shift + F7
6. Which is the short cut key is used for select all the contents of writer?  
A. CTRL + A  
B. CTRL + P  
C. CTRL + C  
D. CTRL + V
7. \_\_\_\_\_ is identified by its row number and column letter.  
A. Cell  
B. Record  
C. Formula  
D. Spreadsheet
8. CSV stands for \_\_\_\_\_.  
A. Comma-Separated-Values  
B. Comma-Separated-Data  
C. Comma-Separated-Records  
D. None of these
9. Which file format can be added to an Impress show?  
a. .jpg  
b. .giv  
c. .wav  
d. All of the above
10. Special effects used to introduce slides in a presentation are called.  
a. effects  
b. custom animations  
c. transitions  
d. present animations

- Q.2 Attempt any 10 from 12. [20]
1. List and explain Components of Personal Computer.
  2. Short note on floppy disk.
  3. Explain the cut, copy and paste operation.
  4. What is use of find and replace?
  5. What is use of spelling and grammar?
  6. What are header and footer?
  7. What is Formula Bar ?
  8. List out the Conditional calculations.
  9. What is Sorting?
  10. What do you mean by presentation tools?
  11. What do you mean by protect worksheet?
  12. What is the meaning of Pivot table.

- Q.3(a) Explain Editors in detail with more then one example. [05]  
(b) Explain Formatting paragraphs in detail. [05]

OR

- (a) Write short note on Operating System. [05]  
(b) Describe Formatting Pages in detail [05]

- Q.4(a) Explain mail merge in detail. [06]  
(b) Explain page size and margin in writer. [04]

OR

- Q.4(a) Explain print dialog box. [06]  
(b) What is table? Write steps to create table in writer. [04]

- Q.5 Explain two functions for each category as given below. Also explain "Auto sum function". [10]

1. Date      2. Mattheamtical      3. Statistical      4. Financial

OR

- Q.5 Explain the "Filter" and "Chart" facility of calc in detail. [10]

- Q.6(a) What are the different slide transitions available in Libre Impress. [05]  
(b) Write the short note on features of presentation tool. [05]

OR

- (a) How you can insert picture, sounds, and charts in Libre Impress slides. [05]  
(b) By what are the different ways you can protect your worksheet. [05]

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