

[A-29]

SARDAR PATEL UNIVERSITY
POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)
FIRST SEMESTER
PS01CDCA21 : PC SOFTWARE
9th April 2018
Monday

Time: 10 AM to 1 PM

Marks: 70

Q1. Choose the appropriate option:

[08]

- i. The database file MBA.DBF having memo field creates _____ file.
 a. MBA.DBF b. MBA.FPT c. MBA.MEM d. None of given
- ii. Excel displays the address of the active cell in the _____.
 a. Status bar b. Toolbar c. Formula bar d. None of given
- iii. The number of rows in Excel 2007 is _____.
 a. 10488567 b. 1048576 c. 1047576 d. None of given
- iv. The extension of the Microsoft Word 2007 file is _____.
 a. doc b. dosx c. docx d. None of given
- v. MODI COMM TELE creates _____ file.
 a. TELE.DBF b. TELE.PRG c. TELE.TXT d. None of given
- vi. In Excel every formula will start with _____ sign.
 a. & b. \$ c. = d. . None of given
- vii. In Excel, if the cell address is absolute then the row number and column name will be preceded with _____ sign.
 a. = b. & c. \$ d. None of given
- viii. In FoxPro, Sort command creates another file having _____ extension.
 a. dbf b. mem c. fpt d. . None of given

Q2. Answer the following: [Any 7]

[14]

- i. Define the term computer and list out its basic functions.
- ii. Differentiate clearly Workbook and Worksheet.
- iii. Define the term DBMS and list out 2 well known DBMS.
- iv. Write the difference between LIST and DISPLAY ALL commands of FoxPro.
- v. What do you mean by program file in Foxpro? How to create and execute it.
- vi. Explain briefly @ SAY...GET command
- vii. Write commands to open two database file named TDCA.DBF and TMCA.DBF in different work area.
- viii. Explain briefly the chart facility available in Excel.

Q3. Answer the Following Questions.

[A] Explain briefly the main characteristics of a computer.

[06]

[B] Write at least SIX features of PowerPoint 2007.

[06]

OR

[B] Write short note on Mail Merge facility of Word 2007.

[06]

C.P.T.O.D

Q4. Answer the Following Questions.

[A] Write short note on: Types of Cell Address [06]

[B] Explain Filter option of Microsoft Excel. Also discuss the difference between different types of filters. [06]

OR

[B] Explain with example(s) the following Excel functions: [06]
i. =FLOOR() ii. =MOD() iii. =LEN()

Q5. Answer the Following Questions.

[A] Explain the following FoxPro commands with example: [Any TWO] [06]
(i) FOR Loop (ii) REPLACE (iii) IF

[B] Explain with example(s) SORT and USE command. [06]

OR

[B] Write short note on : Handling of multiple database files in FoxPro with example(s). [06]

Q6. Answer the Following Questions.

[A] Do as directed:

i. Differentiate clearly : ACCEPT and INPUT commands of FoxPro. [02]

ii. Explain briefly with example(s) DELETE command and =ABS() [04]

[B] Explain briefly the following FoxPro built in function with example. [Any TWO] [06]
i. MID() ii. RIGHT() iii. ROUND()

OR

[B] Write the steps to design a custom screen of your choice in FoxPro. [06]

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