

**SARDAR PATEL UNIVERSITY**  
**POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)**  
**SEMESTER I**  
**PGDCA-101 (PC SOFTWARE)**

19<sup>th</sup> October, 2016  
Wednesday

**Time: 10 AM To 1 PM**

**Total Marks: 70**

**Q1. Choose the most suitable option:**

**[08]**

1. The number of rows in Excel 2007 is \_\_\_\_\_.  
(a) 1048576      (b) 10488567      (c) 1047576      d. None of given
2. \_\_\_\_\_ is an example of an electronic spreadsheet.  
(a) Word      (b) Microsoft Power Point  
(c) Excel      (d) None of given
3. The extension of the Microsoft Powerpoint 2007 file is \_\_\_\_\_.  
(a) pptx      (b) ppt      (c) pps      (d) None of given
4. \_\_\_\_\_ is an input device.  
(a) Monitor      (b) Printer      (c) Mouse      (d) None of these
5. The EMP. DBF file having memo file creates \_\_\_\_\_ file also.  
(a) EMP.FPT      (b) EMP. FTX      (c) EMP.MEM      (d) None of these
6. \_\_\_\_\_ command is used to ADD records in the database file.  
(a) CREATE      (b) APPEND      (c) USE      (d) None of these
7. To terminate current Foxpro session \_\_\_\_\_ command is used.  
(a) EXIT      (b) QUIT      (c) CLOSE      (d) None of these
8. MODI COMM STUD creates \_\_\_\_\_ file.  
(a) STUD.PRG      (b) STUD.PPT      (c) STUD.DBF      (d) None of these

**Q2. Answer the following: [Any 7]**

**[14]**

1. Define Word processor. Give at least two names of well known word processor.
2. What is the full form of DOS? Explain any two commands of it.
3. What will be the output of =WEEKDAY(TODAY()) and =PROPER("saRdaR PATEL") in excel 2007?
4. Explain Sorting facility of MS Excel.
5. Explain ABS() and DELETE command of FoxPro with example.
6. Explain SORT command in FoxPro with example.
7. Write the steps to create and execute program (command) file in FoxPro.
8. Differentiate clearly : LIST and DISPLAY ALL .
9. What do you mean by memory variable? Explain with example the process of creating memory variable..

**Q3. Do as directed.**

[A] Define the term Computer and write the main functions of computers. [06]

[B] Write short note on features (at least SIX) of MS Word. [06]

**OR**

[B] Define the term Office Automation. Draw the model of automated office. [06]

**Q4. Do as directed.**

[A] Write about types of cell address in Excel 2007 with example(s). [06]

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

**OR**

[B] What is power point? Explain the features (at least SIX) of MS Power Point 2007. [06]

**Q5. Answer the Following Questions.**

[A] i. What do you mean by Data, Database & DBMS? [06]

ii. Differentiate clearly INPUT and ACCEPT command. [06]

[B] Write short note on handling multiple database files in FoxPro. Also explain the concept with example.

**OR**

[B] Explain the following FoxPro commands with example: [Any TWO] [06]

(i) FOR Loop (ii) REPLACE (iii) IF

**Q6. Answer the Following Questions.**

[A] Explain briefly the following FoxPro built in functions with example(s): [Any THREE] [06]

i. FLOOR() ii. DATE() iii. LEN() iv. MOD() [06]

[B] Write the steps to create and execute program (command) file in FoxPro by taking example of your choice.

**OR**

[B] Explain with example how to create and execute procedure file in FoxPro. [06]

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(2)