

SEAT No. _____

No. of Printed Pages : 02

[133]

SARDAR PATEL UNIVERSITY

P.G.D.C.A.A. SEMESTER-I

PS01CDCT01 – PC Software

Tuesday, 11th April 2017

Time: 02:00 P.M. To 05:00 P.M.

Total Marks: 70

Q.1 Give answers of following Multiple choice questions: [8]

1. Bullets and numbering option is available in _____ MENU bar.
a. File b. Format c. Table d. None of these
2. Which is the shortcut key to open new document in MS WORD File?
a. ctrl+o b. ctrl+t c. ctrl+n d. ctrl+s
3. To insert a field from the data source in the main document, use the _____ button on the Mail Merge Toolbar.
a. View Merge Data b. Merge to Printer
c. Insert Merge Field d. Match Field
4. Page margins can be changed in _____ option of File Menu.
a. Page Setup b. Format Font c. File d. Format Paragraph
5. The area formed by the intersection of a row and column is called the _____.
a. workbook b. cell c. excel d. speadsheet
6. MIN, MAX and AVERAGE functions belong to the _____ function category.
a. math b. statistical c. financial d. date & time
7. Which of the following is not one of PowerPoint's views?
a. Slide View b. Presentation View
c. Slide Sorter View d. Outline View
8. Special effects used to introduce slides in a presentation are called _____.
a. transitions b. effects c. present animations d. custom animations

Q.2 Do as directed (Any Seven) [14]

1. What is Operating system? Give 5 examples of Operating System.
2. Explain the Find, Replace & Go to Operations.
3. Explain the Font dialog box.
4. What is a Template?
5. List the types of charts available in MS Word.
6. What is Active Cell?
7. What is Filtering facility?
8. What do you mean by presentation tools?
9. What is the meaning of formatting slides?

- Q.3 [A] Explain Classification of PC Software. [6]
[B] What is word processing? Write the advantage of word processing. [6]
OR
[B] What is Personal Computer? Explain in detail. [6]
- Q.4 [A] What is Mail Merge? Explain each step in detail. [6]
[B] What is Header-Footer in MS Word? Explain in detail how to add them in a document. [6]
OR
[B] Explain Page Setup Dialog Box MS Word. [6]
- Q.5 [A] What is a spreadsheet? Write down the advantages of Spreadsheet package. [6]
[B] Explain Mathematical Functions with example. [6]
OR
[B] Explain Date Functions with example. [6]
- Q.6 [A] Write the short note on features of presentation tool. [6]
[B] How you can insert picture, sounds, and charts in power point slide. [6]
OR
[B] Write down the steps for slide transition and give special effects to power point slide. [6]

*****ALL THE BEST*****

[101]

SEAT No. _____

No. _____

Page : 2

SARDAR PATEL UNIVERSITY
PGDCAA EXAMINATION, SEMESTER – I
PS01CDCT03 - Accountancy – I
17th April 2017

Time : 2 PM To 5 PM

Marks : 70

Q – 1 Select an appropriate option MCQ

[08]

- i) Which of the following are Personal Account?
 - i) Building ii) Creditors iii) Wages iv) Debtors
 - a) (ii) and (iv) only b) (iii) and (iv) only
 - c) (i) and (iv) only d) (ii) and (iii) only
- ii) _____ Discount is not recorded in the book of accounts.
 - a) Debtors b) Cash c) Trade d) Bank
- iii) The preparation of a trial balance helps in
 - a) Locating errors of complete omission
 - b) Locating errors of principle
 - c) Locating errors of arithmetic
 - d) None of the above
- iv) All direct expenses are shown in the _____ :
 - a) Trading a/c b) Profit & Loss a/c c) Balance Sheet d) Cash Book
- v) Which key used to select the company
 - a) F3 b) F4 c) F2 d) F1
- vi) Which key used to create a contra entry
 - a) F3 b) F4 c) Alt + F2 d) F2
- vii) A Payment entry following transaction would include:
 - a) Withdrawing cash from the bank account.
 - b) Transferring the discounts to the accounts in the general ledger.
 - c) All Cash & Bank Payments only.
 - d) None of the above.
- viii) Sales Entry is used to record.
 - a) All Cash & Bank payment entry.
 - b) All Credit sales payments only.
 - c) All Cash & credits sales entry.
 - d) All receipts & payments of Cash

Q – 2 Answer the following Questions (ANY SEVEN)

[14]

- i) Define the term Accounting and write its objective.
- ii) Define the term Account and give format of Journal Entry
- iii) What is cost concept of Account?
- iv) Discuss the term assets with example
- v) List out the features of Tally.
- vi) Explain : F2 & Alt+F2 key uses.
- vii) Explain : F1 & Alt+F1 key uses.
- viii) Define : Journals and ledgers.
- ix) Define Contra Entry.

Q – 3 a) Write short note on types of accounts with their rules.

[06]

b) Write the short note on subsidiary books.

[06]

OR

- Q – 3 b) Journalise the following transactions and post them to the concerned ledger accounts : [06]
- 1) 01/04/2010 A business started with cash Rs. 40,000.
 - 2) 10/04/2010 Purchased goods from Mohan on credit Rs. 2,000.
 - 3) 15/04/2010 Paid cash to Mohan Rs. 1000.
 - 4) 24/04/2010 Sold goods to Suresh Rs. 2000.
 - 5) 30/04/2010 Received cash from Suresh Rs. 1950 as full settlement.

- Q – 4 (a) Explain the following two concepts of accounting [06]
- i) Money measurement
 - ii) Going Concern
- (b) Explain briefly with its purpose and format about Trading Account, Profit & Loss account. [06]

OR

- Q – 4 (b) From the following balances extracted from the books of X & Co., prepare a trading and profit and loss account and balance sheet on 31st December, 2014. [06]

Particulars	Rs	Particulars	Rs
Stock on 1st January	11,000	Returns outwards	500
Bills receivables	4,500	Trade expenses	200
Purchases	39,000	Office fixtures	1,000
Wages	2,800	Cash in hand	500
Insurance	700	Cash at bank	4,750
Sundry debtors	30,000	Tent and taxes	1,100
Carriage inwards	800	Carriage outwards	1,450
Commission (Dr.)	800	Sales	60,000
Interest on capital	700	Bills payable	3,000
Stationary	450	Creditors	19,650
Returns inwards	1,300	Capital	17,900

The stock on 31st December, 2014 was valued at Rs. 25,000.

- Q – 5 a) Explain the company creation steps with Basic Currency Information [06]
- b) Explain the Inventory Features [06]
- OR**
- Q – 5 b) Explain the Accounting features. [06]
- Q – 6 a) Explain Sales & Receipt Vouchers with one example [06]
- b) Explain the voucher configuration steps. [06]

OR

- Q – 6 b) Explain the statutory reports of Tally [06]

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[69]

SEAT No. _____

No. of Printed Pages: 02

SARDAR PATEL UNIVERSITY
External Examination (CBCS)
PGDCAA - 1st Semester (CBCS)
PS01EDCT02: RDBMS for Small Scale Organization
19th April, Wednesday - 2017

Time: 02:00 pm to 5:00 pm

Total Marks: 70

Q-1 Select an appropriate option.

08

1. RDBMS stands for _____.
(a) Relational Database Management System
(b) Relation Data Module System
(c) Right Data Base Management System
(d) None of the above
2. A database that contains tables linked by common fields is called a _____.
(a) Centralized database (b) Flat file database
(c) Relational database (d) None of above
3. SQL stands for _____.
(a) Simple Query Language (b) Structured Query Language
(c) Small Query Language (d) None of above
4. A relational database is a group of _____.
(a) Common fields (b) Field values (c) Records (d) Tables
5. _____ are used for viewing and entering data.
(a) Table (b) Form (c) Record (d) Report
6. A _____ is a list of one or more actions that work together to carry out a particular task in response to an event.
(a) Macro (b) Modules (c) Report (d) Chart
7. _____ enhance data presented in forms and reports by summarizing the information and illustrating it in easily understood ways.
(a) Table (b) Charts (c) Report (d) Label
8. _____ are used for many purposes like mailing addresses, name tags, disk labels, and book-plates.
(a) Table (b) Module (c) Report (d) Label

Q-2 Answer the following questions. (Attempt any SEVEN)

14

1. What is RDBMS?
2. What is the extension of MS Access database file?
3. Define: (i) Field (ii) Record
4. Define One-to-Many relationship.
5. What is relationship?

6. Write full form: (i) DAO (ii) ODBC
7. How do query works?
8. Why mailing labels are used?
9. What is module?

Q-3

- (a) What is MS Access? Explain features of it in detail. 6
- (b) Explain data types in Access. 6

OR

- (b) Give two real world examples of Database Application. 6

Q-4

- (a) Explain editing and deleting records from tables. Also explain sorting Records in detail. 6
- (b) What is Primary Key? Explain in detail with example. 6

OR

- (b) Explain steps to define relationship between tables. 6

Q-5

- (a) What is form? How to add fields to the form and save form? Explain. 6
- (b) What is Query? Define types of Query. Explain any two in detail. 6

OR

- (b) Explain in detail how to Report generate in Design view. 6

Q-6

- (a) Define macro. Explain steps to create a simple macro and run macro. 6
- (b) Write short note on database security. 6

OR

- (b) What is chart? Explain in detail. 6

Q-1 Select the correct option.

8

- (1) A Program in execution is known as _____.

A Process	B Files
C Commands	D Program
- (2) A newly created process resides in _____ queue.

A Job	B Ready
C Running	D Waiting
- (3) Which of these is a function of operating system?

A Resource Allocation	B Extended Machine
C Resource Management	D All of these
- (4) _____ scheduling algorithm gives minimal average waiting time.

A FCFS	B SJF
C Round-robin	D Priority
- (5) _____ scheduling algorithm gives minimum Page Faults.

A FIFO	B Optimal
C LRU	D None of these
- (6) Which of the following is not an operating system structure?

A Monolithic Structure	B Client-server
C Virtual Memory	D Layered System
- (7) _____ command is use to search a specific pattern in a file.

A search	B grep
C sort	D find
- (8) _____ command is use to move file from one location to another.

A cp.	B mv
C rm	D move

Q-2

Do as directed. (ATTEMPT ANY SEVEN)

14

- (1) What is Operating System? List types of Operating System.
- (2) Define: Program and Process.
- (3) What do you mean by scheduler? List out types of them.
- (4) Explain in short FIFO Page Replacement Algorithm.
- (5) What is swapping?

- (6) What do you mean by internal and external Fragmentation?
- (7) What is deadlock? List out necessary condition to categorized deadlock.
- (8) Define: Page fault and virtual memory.
- (9) Explain cp and cat UNIX Command with an example.

- Q-3** A List out functions Operating System and Explain ANY FOUR in Detail. 6
- B Explain in detail Process Control Block. 6

OR

- B Explain Process State with diagram. 6

- Q-4** A Write a note on FCFS Scheduling algorithm. 6
- B Explain CPU Scheduling criteria. 6

OR

- B To calculate average waiting time (AWT) using FCFS and SJF Scheduling Algorithm. 6

PROCESS	BURST TIME
P1	6
P2	7
P3	3
P4	4
P5	10

- Q-5** A Explain Memory Management in Detail. 6
- B Write a note on Optimal Page Replacement Algorithm. 6

OR

- B Calculate number of Page faults using FIFO and Optimal page replacement algorithm for following reference string: (Assume that number of Frames is 4)
Reference string = 7,0,1,2,0,3,0,4,2,3,0,3,2,1,2,0,1,7,0,1

- Q-6** A Write a brief note on UNIX operating system. 6
- B Explain: [1]. cut command [2]. paste command 6

OR

- B Explain: [1]. grep command [2]. ls command 6
