

SEAT No. _____

SC

[129]

SARDAR PATEL UNIVERSITY
P.G.D.C.A.A. Semester – 1 External Examination
PS01CDCT01 (PC Software)
Monday, 9th April, 2018

Time: - 02:00 pm to 5:00 pm

Max Marks: 70

- Q-1 Select Appropriate Option for the Following. [8]**
- 1) Which of the following is example of Applications Program?
 [a] Spreadsheet [b] DBMS [c] Both A and B [d] None of This.
 - 2) Which is the shortcut key to open Search option in MS WORD?
 [a] F5 [b] F11 [c] F6 [d] None of This
 - 3) Which option is used to see print preview of current word document?
 [a] Print [b] Properties [c] Page Setup [d] None of this
 - 4) To make the text in form of Superscript press _____ keys.
 [a] Ctrl + shift + = [b] Ctrl + Shift [c] Ctrl + < [d] Ctrl + =
 - 5) The Spell-check feature can be initiated by pressing the function key _____.
 [a] F7 [b] F5 [c] F1 [d] F9
 - 6) Shortcut Key to Print the page?
 [a] Ctrl + F [b] Ctrl + T [c] Ctrl + P [d] None of this
 - 7) Shortcut Key to Search and Replace is?
 [a] Ctrl + F [b] Ctrl + T [c] Ctrl + P [d] None of this
 - 8) Shortcut Key to Save the Current Document?
 [a] Ctrl + S [b] Ctrl + T [c] Ctrl + P [d] None of this
- Q-2 Write brief answer for Following Questions. (Any Seven). [14]**
- 1) What is Personal Computer?
 - 2) What is Editor?
 - 3) What is Mail Merge?
 - 4) List the types of charts available in MS Word.
 - 5) What is Sorting?
 - 6) What is the use of Chart in Excel
 - 7) What do you mean by Custom Animation?

P.T.O.

8) Write down the steps to insert picture in power point slides?

9) Explain SUMIF Function in Excel.

Q-3 [A] What is Word Processing? Write the advantages of Word Processing? [06]

[B] Explain Classification of PC Software. [06]

OR

[B] What is WORD? Write down the features of word processor.

Q-4 [A] Explain Find and Replace Dialog Box of MS Word. [06]

[B] What is Mail Merge? Explain each step in detail. [06]

OR

[B] What Is Header and Footer in MS Word? Explain in detail how to add them in a document?

Q-5 [A] Explain any three simple charts in detail. [06]

[B] How you can import your externally created file in Excel spreadsheet? [06]

OR

[B] Explain Excel Screen and its Parts.

Q-6 [A] Explain usage of power point. [06]

[B] Write the short note on features of presentation tool. [06]

OR

[B] Write down the steps for slide transition and give special effects to power point slide?

