

(42) Seat No: _____

No. of Printed Pages: 02

SARDAR PATEL UNIVERSITY
P.G.D.C.A.A. Semester – 1 External Examination
PS01CDCT01 (PC Software)
Wednesday, 19th October, 2016

Time: - 10:00 am to 1:00 pm

Max Marks: 70

Q-1 Select Appropriate Option for the Following. [8]

- 1) Which is the shortcut key to open Search option in MS WORD?
[a] F5 [b] F11 [c] F6 [d] None of This
- 2) Header and Footer option is under _____ menu.
[a] File [b] View [c] Insert [d] Format
- 3) Which of the following is example of Applications Program?
[a] Spreadsheet [b] DBMS [c] Both A and B [d] None of This.
- 4) Which is the shortcut key to save MS WORD file?
[a] Ctrl + a [b] Ctrl + c [c] Ctrl + t [d] None of This
- 5) Which option is used to see print preview of current word document?
[a] Print [b] Properties [c] Page Setup [d] None of this
- 6) _____ Key is used to the next cell in the table.
[a] Alt + Tab [b] Ctrl + Tab [c] Tab [d] Shift + Tab
- 7) Shortcut Key to Search and Replace is?
[a] Ctrl + T [b] Ctrl + F [c] Ctrl + P [d] None of this
- 8) Page Margins can be changed in _____ option of File Menu.
[a] Page Setup [b] Format Font [c] Format Paragraph [d] File

Q-2 Write brief answer for Following Questions. (Any Seven). [14]

- 1) What is Personal Computer?
- 2) Explain Cut, Copy and Paste Operation.
- 3) What is Mail Merge?
- 4) What is Header and Footer?
- 5) What is Formula Bar?
- 6) What is the use of Chart in Excel
- 7) What do you mean by slide transition?
- 8) What is the meaning of Custom Animation?
- 9) Explain SUMIF Function in Excel.

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

[B] What is WORD? Write down the features of word processor. [06]

OR

[B] Explain Classification of PC Software.

Q-4 [A] What is Mail Merge? Explain each step in detail. [06]

[B] Explain How to Create Chart in MS WORD? [06]

OR

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

(P.T.O.)
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Q-5 [A] Explain Excel Screen in Detail. [06]

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

OR

[B] Explain Filter Facility of Excel in Detail.

Q-6 [A] Write the short note on features of presentation tool. [06]

[B] Write Down the Steps of insert picture in Power Point Slide. [06]

OR

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

******Best of Luck******

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