

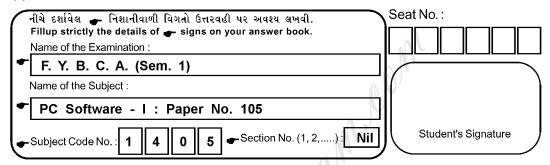
SB-1405

First Year B. C. A. (Sem. I) Examination March/April - 2011 PC Software - I Paper No. 105

Time: 3 Hours [Total Marks: 70

Instructions:

(1)



- (2) The marks are indicated against each question.
- (3) Question No. 3 is compulsory.
- (4) Mention your options clearly.
- (5) Draw figure wherever necessary.
- 1 Answer the following : (any five)

10

- (a) What are icons?
- (b) How do you create a shortcut on desktop?
- (c) What is the use of command.com file?
- (d) What are internal commands?
- (e) Differentiate copy and xcopy command.
- (f) What is the sort cut keys for find and replace of MS-word?
- (g) What is drop cap effect?
- (h) Define term range.
- (i) Define term presentation.
- (j) What is web browser? Give examples of any two web browser.
- (k) Give full form of MIME and URL.
- (l) Difference between CUI and GUI.
- 2 Answer any three:

15

(a) Explain Doskey and label command with syntax and example.

SB-1405] 1 [Contd...

	(b)	Write note on my computer.	
	(c)	Explain about taskbar.	
	(d)	Write a note on Auto-text.	
3	(a)	What is mail merge? Explain steps to create a form letter.	10
	(b)	Write a short note on Macro.	5
4	Ans	swer any three:	18
	(a)	Explain any three Math function of Excel.	
	(b)	What is sorting? How to apply sorting in MS-Excel Database?	
	(c)	Explain different types of view in power point.	
	(d)	Explain slide transition and custom animation.	
5	Atte	empt any three:	12
	(a)	Write note on application of internet.	
	(b)	Write note on IP addressing.	
	(c)	Define DNS, SMTP and POP.	
	(d)	Differentiate cut-paste and copy-paste.	