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)

नीचे દર્શાવેલ ☛ નિશાનીવાળી વિગતો ઉત્તરવહી પર અવશ્ય લખવી.
Fillup strictly the details of ☛ signs on your answer book.
Name of the Examination :

☛ | **F. Y. B. C. A. (Sem. 1)**

Name of the Subject :

☛ | **PC Software - I : Paper No. 105**

☛ Subject Code No. : | **1** | **4** | **0** | **5** | ☛ Section No. (1, 2,.....) : | **Nil**

Seat No. :

Student's Signature

(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 Answer 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 Attempt 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.

———————