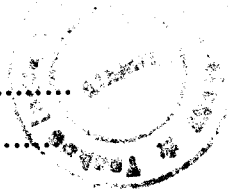


Name :

Roll No. :

Invigilator's Signature :



CS/BCA/SEM-1/BCA-104/2009-10
2009
PC SOFTWARE

Time Allotted : 3 Hours

Full Marks : 70

The figures in the margin indicate full marks.

*Candidates are required to give their answers in their own words
as far as practicable.*

GROUP - A
(Multiple Choice Type Questions)

1. Choose the correct alternatives of the following : 10 × 1 = 10

- i) '.RM' extensions refers usually to what kind of file ?
- a) Backup file b) Audio file
- c) Animation/movie file d) MS Encarta document.
- ii) '.BMP' extension refers usually to what kind of file ?
- a) compressed archive file
- b) image file
- c) temporary file
- d) audio file.
- iii) Which of the following is website design software ?
- a) MS Word b) MS Front Page
- c) MS Internet Explorer d) MS Publisher.

11905

[Turn over

CS/BCA/SEM-1/BCA-104/2009-10

- iv) **HTML stands for**
- a) **Hypertext Markup Literature**
 - b) **Hypertext Markdown Language**
 - c) **Hypertext Market Literature**
 - d) **Hypertext Markup Language.**
- v) **Which of the following is non-linear printer ?**
- a) **Line Printer**
 - b) **Dot Matrix**
 - c) **Laser Jet**
 - d) **Daisy Wheel.**
- vi) **Filter is created for**
- a) **Filtering tab**
 - b) **Filtering**
 - c) **Finding information**
 - d) **None of these.**
- vii) **Windows provides a temporary area called**
- a) **memory**
 - b) **paste**
 - c) **clipboard**
 - d) **all of these.**
- viii) **An icon is a**
- a) **file**
 - b) **shortcut**
 - c) **navigation tool**
 - d) **pictorial representation of files and folders.**
- ix) **An operating system is a**
- a) **collection of executable programs**
 - b) **system software**
 - c) **bridge between user and computer hardware**
 - d) **all of these.**
- x) **OLE stands for**
- a) **Object Locking Environment**
 - b) **Object Linking Environment**
 - c) **Object Latch Environment**
 - d) **None of these.**

CS/BCA/SEM-1/BCA-104/2009-10

GROUP - B
(Short Answer Type Questions)

Answer any *three* of the following. $3 \times 5 = 15$

2. What is word-wrap ? Describe auto correct feature. $2 + 3$
3. What is Watermark picture ? How to apply it on a picture ?
 $2 + 3$
4. a) Explain the term Hyphenation in MS-Word.
b) Write down the steps for implementing Hyphenation in MS-Word. $2 + 3$
5. What is the significance of Page Set-up ? How will make a page set-up in MS-Word. 5
6. Write short notes on the following : $2 \times 2 \frac{1}{2}$
 - a) Macro
 - b) Windows explorer.

GROUP - C
(Long Answer Type Questions)

Answer any *three* of the following. $3 \times 15 = 45$

7. a) Explain the process of adding and deleting slides in a power point presentation. Describe different steps for creating an animated slide presentation. $2 + 4$
b) Write the steps of database creation. 4
c) Describe how charts are created in Excel. What are legends in Excel ? $3 + 2$

8. a) What is hyperlink ? What is lookup wizard ? Describe the relationship creation between tables. 2 + 2 + 4
- b) What is duplicate query and unmatched query ? What is pivot table ? Explain its features. 2 + 2 + 3
9. a) What is the default size of recycle bin ? 1
- b) Write down the differences between CUI and GUI. 3
- c) What is warm booting and cold booting ? 2
- d) What is an operating system ? What are its different features ? 2 + 3
- e) What is the use of "Control Panel" icon in MS-Windows ? Write down at least two features of "Control Panel." 2 + 2
10. a) Write down the characteristic of Windows 98.
- b) What is USB ?
- c) What is a Chart in Excel ?
- d) Write a short note about My Computer. 4 + 2 + 3 + 6
11. a) What is Validation Checking ? Write the steps to create a Validation Checking.
- b) What is a Pivot Table and Pivot Chart ? It is under which menu ?
- c) Write down the steps to create a Pivot Table and what are the uses of this kind of table ? 2 + 3 + 2 + 2 + 1 + 4 + 1
