



Total No. of printed pages = 2

SUBJECT CODE = CAP052102

Roll No. of candidate

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2017

End Semester BCA Examination

1st Semester

PC Software

Full Marks- 70

Pass Marks- 21

Time- 3 hours

The figures in the margin indicate full marks.

PART A

Q.1. Answer all questions:

(16x1=16)

- What do you mean by PC?
- What is meant by Device Driver?
- Name two internal commands of MS-DOS.
- What do you mean by GUI?
- What is the smallest and largest font size available in Font Size tool on formatting toolbar?
- What does the ribbon in Word 2013 consists of?
- What is the minimum number of rows and columns in MS Word document?
- What is the function of Ctrl + Z?
- From which menu you can insert Header and Footer?
- What is the default extension of excel files?
- How are data organized in a spreadsheet?
- Why excel file is called a workbook?
- What is the function of format painter?
- What is a slide-title master pair?
- How do we add audio and video in a slide presentation?
- What are four different views in a Power point?

PART B

Q.2. Answer all questions:

(3.5x4=14)

- a) What do you mean by Computer Software? Explain the types of Computer Software with suitable diagram.
- b) How do we open a MS office documents? Explain the different options available for Pasting Text.
- c) What do you mean by Page Orientation? Explain the different Page Orientation functions.
- d) What is Formula? Explain basic properties of Formulas in MS Excel

PART C

Q.3. Answer all questions:

(10x4=40)

- a) What is the difference between Hardware and Software? Explain in details the types of Software. 5+5

OR

What is meant by MS-DOS? Name the different layers of MSDOS. Explain the internal and external commands of MS-DOS. 2+2+6

- b) What do you mean by Ribbon? Explain the different Ribbons present in MS Office 2010. 2+8

OR

What is text formatting? Explain in detail the paragraph style the page margin in MS Word. 2+8

- c) Explain in details three different ways you protect your workbook? Also Explain the Excel features and the process of working in a Spreadsheet. 4+6

OR

What are the different ways to navigating the worksheet? Also explain the process of modifying a worksheet along with resizing and Rows and Columns. How to print Spreadsheet Data? 2+4+4

- d) Explain the different display views of presentations in MS Power Point. Also, explain the formatting Power of Point Slide from a template in the Windows version of Power Point. 4+6

OR

What is Power Point Presentation? Explain different types of business graphics that can be used for making effective presentation. Also, explain the basic operation performed in MS power point. 2+5+3