

SARDAR PATEL UNIVERSITY
BCA 1st Semester Examination
2016

Saturday, 9th April
2.30 pm to 5.30 pm
US01BCA03 – PC SOFTWARE

Maximum Marks : 70

Q-1. Multiple Choice questions

[10]

1. _____ is an Electronic worksheet Program.
 A. MS Power point B. MS Word C. MS Excel D. FoxPro
2. _____ is not Software.
 A. RAM B. Operating System C. MS Excel D. FoxPro
3. In MS Word, Ctrl ^ S is for _____.
 A. Size B. Spell Check C. Set Page D. Save
4. In H₂O the 2 is lowered, this effect known as _____.
 A. Superscript B. Subscript C. Lowered D. Strike Through
5. _____ enables us to send the same letter to different persons.
 A. Macros B. Table C. Mail Merge D. Execute
6. The area formed by the intersection of a row and column is called the _____.
 A. Cell B. Excel C. Sheet D. Formula bar
7. A formula always begins with _____.
 A. + B. * C. / D. =
8. Power point presentation store with _____ extension.
 A. .PRE B. .DOC C. .PPT D. .XLS
9. The quickest way to create a PowerPoint presentation use _____.
 A. Auto Content wizard B. Auto Creation wizard
 C. Auto Slide wizard D. Auto Presentation wizard
10. To create self-running slide show _____ software used.
 A. FoxPro B. MS Word C. MS Excel D. MS Power Point

Q-2 Attempt any Ten questions.

[20]

- 1 What is Personal Computer?
- 2 List out all input and output devices.
- 3 What is Operating system?
- 4 Define Header and Footer.
- 5 What is Gutter margin?
- 6 Define Drop cap effect in MS word.
- 7 What do you mean by protect worksheet?
- 8 What is an Absolute Address in MS Excel?
- 9 What is a Spreadsheet?
- 10 How you can give sounds effect in power point slides?
- 11 Write down steps to insert picture in power point presentation.
- 12 What do you mean by Custom Animation?

Q-3 Write detail note on Programming Languages.

[10]

OR

Q-3 Write detail note on Font and Paragraph formatting.

[10]

Q-4

A Explain Page Setup dialog box.

[5]

B Explain Find and Replace facility of MS word.

[5]

OR

Q-4

A Explain Print dialog box.

[4]

B Explain Mail Merge facility of MS Word.

[6]

Q-5

A Explain the filter facility of MS Excel with Example.

[5]

B Explain following function with example

[5]

1.SUM() 2.MAX() 3.NOW() 4.FV() 5.SQRT()

OR

Q-5

A What is macro? Discuss the procedure to create and execute a macro with example.

[5]

B Explain sort facility of MS Excel with example.

[5]

Q-6

A What is Action Button? Discuss the procedure to place action button in slide.

[4]

B Explain the views available in power point.

[6]

OR

Q-6

A What is power point? Explain uses of Power point.

[4]

B Explain Slide Transition with example.

[6]