

[29/A16]

SEAT No. _____

No. of Printed Pages: 2

SARDAR PATEL UNIVERSITY
F.Y.BCA (First Semester)(CBCS) EXAMINATION 2017
Saturday, 11st November
10.00 a.m. to 1.00 p.m.
US01CBCA03 : PC Software

Maximum Marks : 70

Note: - Answers of all the questions (including multiple choice questions) should be written in the provided answer book only.

Q.1 Multiple choice questions:**[10]**

1. Which is the shortcut key to open Format menu in MS WORD?
a) Alt + O b) Ctrl + I c) Alt + t d) None.
2. Which of the following is example of Programming Language?
a) Spreadsheet b) DBMS c) Java d) None.
3. To insert a field from the data source in the main document, use the _____ button on the Mail Merge Toolbar.
a) View Merge Data b) Insert Merge Field
c) Merge to Printer d) Match Field
4. The spell-check feature can be initiated by pressing the function key _____.
a) F1 b) F5 c) F9 d) F7
5. Page margins can be changed in _____ option of File Menu.
a) Page Setup b) Format Paragraph c) Format Font d) None.
6. Formula =Round (12345.12345, 2) will result in _____.
a) 12345.123 b) 12000.12 c) 13000 d) None.
7. _____ Short cut key will open Format Cell dialog box.
a) Ctrl + 1 b) Ctrl + 0 c) Alt + 1 d) None.
8. A formula always begins with _____.
a) + b) = c) - d) None.
9. You can open the Sort dialog box by choosing Sort from the menu
a) View b) Format c) Tool d) Data.
10. Which Menu has option Auto Filter and Advance Filter?
a) Data b) Tools c) Format d) None.

①

[P.T.O]

Q.2 Attempt any Ten out of Twelve.

[20]

1. What is **Personal Computer**?
2. Explain the **Page Setup** Dialog box in short.
3. What is **Word Processing**?
4. What is **Application Software**?
5. List **Types of Charts** (List Five) available in MS Word.
6. What is **Header-Footer**?
7. What is **Active Cell**?
8. List Types of **Cell Addressing**?
9. What is a **Spreadsheet**?
10. Write Steps to Create Presentation in MS Power Point?
11. Write on **Searching**?
12. What is **Filtering Facility**?

Q.3 (a) Write Short Note on Operating System.

[5]

(b) List Categories of PC Software with example.

[5]

OR

Q.3 (a) What is WORD? Write down the features of Word Processor.

[5]

(b) Explain Editors In detail with Example.

[5]

Q.4 (a) What is Mail Merge? Explain in detail with Example.

[5]

(b) What is a Template? Explain how to create and use Templates in MS Word.

[5]

OR

Q.4 (a) Explain Spell and Grammar check in MS Word.

[5]

(b) Explain Table menu of MS Word.

[5]

Q.5 (a) Explain Five Mathematical Functions with example.

[5]

(b) Explain Sorting and Filtering facility of MS Excel.

[5]

OR

Q.5 (a) Explain Five Statistical Functions with example.

[5]

(b) What is Protection facility in MS Excel? Write a steps to set Protection on Worksheet

[5]

Q.6 What is Power Point? Describe the Views available in Power Point. Also discuss usage of Power Point.

[10]

OR

Q.6 What is Slide Transition? What are the different Slide Transitions available in Power Point? Write down the steps for Slide Transition and give special effects to Power Point slide.

[10]

~~~~~All The Best ~~~~~