SEAT No._____

[A-47]

SARDAR PATEL UNIVERSITY
POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)
FIRST SEMESTER
PGDCA-101 (PC SOFTWARE)
11th April 2017

Time: 2 PM to 5 PM   **Marks: 70**

Q1. **Choose the appropriate option:**   [08]
i. The database file MCA.DBF having memo field creates _____ file
     a. MCA.DBF   b. MCA.FPT   c. MCA.MEM   d. None of given
ii. Excel displays the address of the active cell in the _____.
     a. Status bar   b. Toolbar   c. Formula bar   d. None of given
iii. The number of rows in Excel 2007 is _____.
     a. 1048576   b. 10488567   c.   1047576   d. None of given
iv. The extension of the Microsoft Powerpoint 2007 file is _____.
     a. ppt   b. pps   c. pptx   d. None of given
v. MODI COMM GEB creates _____ file.
     a. GEB.DBF   b. GEB.PRG   c. GEB.TXT   d. None of given

vi. In Excel every formula will start with _____ sign.
     a.   &   b. $ c. =   d. . None of given
vii. In Excel, if, the cell address is relative then the row number and column name will be

preceded with _____ sign.

     a.   =   b. &   c. $ d. None of given
viii. In FoxPro, Sort command creates another file having _____ extension.
     a.   dbf   b.   mem   c. fpt   d. . None of given

Q2. **Answer the following: [Any 7]**   [14]

i. List out the four main functions of a computer.
ii. What do you mean by a spreadsheet? Write at least two names of well known spreadsheet package.
iii. What do you mean by the term 'DBMS'?. Write the name of 2 well known DBMS.
iv. Differentiate clearly : INPUT and ACCEPT commands of FoxPro.
v. Explain briefly Macro feature of Microsoft Excel
vi Explain briefly @ SAY...GET command
vii. Write commands to open two database file named TDCA.DBF and TMCA.DBF in different work area.
viii. What is the use of format file?

Q3. **Answer the Following Questions.**

   [A] Write at least four features of PowerPoint 2007.   [06]

                                                           [06]
   [B] Define the term Office Automation. Draw the model of automated office.
                                        OR
   [B] Explain briefly the main characteristics of a computer.   [06]

Q4. **Answer the Following Questions.**

[A] **Do as directed.**
    i.   Explain briefly the different cell addressing scheme of Microsoft Excel.   **[04]**
    ii.   Differentiate clearly Advanced filter and Auto filter.   **[02]**

[B] Explain with example(s) the following Excel functions:[**Any TWO**]   **[06]**
    i.   =IF()   ii.   =ROUND()   iii.   =LEN()

OR

[B] Write short note on features (at least SIX) of MS Word.   **[06]**

Q5. **Answer the Following Questions.**

[A] Explain the following FoxPro commands with example(s).   **[06]**
    i.   IF   ii.   REPLACE

    [06]

[B] Explain with example SORT and DELETE command.

OR

    [06]

[B] Explain the concept of handling multiple database files in FoxPro with example(s).

Q6. **Answer the Following Questions.**

[A] **Do as directed:**
    i. Differentiate clearly : LIST and DISPLAY ALL commands of FoxPro.   **[02]**
    ii. Explain briefly the following FoxPro commands/functions: **[04]**
        USE command and =ABS()

[B] Explain briefly the following FoxPro built in function with example. [**Any TWO**]   **[06]**
    i.   PROPER()   ii.   CEILING()   iii. MOD()

OR

[B] Write the steps to design a custom screen of your choice in FoxPro.   **[06]**

GOOD LUCK