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Total Pages : 8

BCAS/102

B.C.A. Ist Semester Examination 2017-18

PC SOFTWARE PACKAGES

PAPER-II

Time : Three Hours

Maximum Marks : 80

PART - A

[Marks : 20

Answer all questions (50 words each).

All questions carry equal marks.

PART - B

[Marks : 35

Answer *five* questions (250 words each).

Selecting *one* from each unit. All questions carry equal marks.

PART - C

[Marks : 20

Answer any *two* questions (300 words each).

All questions carry equal marks.

BCAS/102/250

P.T.O.

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PART - A

UNIT - I

1. (i) Write the full form of FAT.
- (ii) Name DOS system files.

UNIT - II

- (iii) Which windows accessory may be used to resize a photograph ?
- (iv) What are the contents of recycle Bin ?

UNIT - III

- (v) State the importance of 'Preview' features in MS-WORD.

- (vi) Where is 'Mail Merge' used ?

UNIT - IV

- (vii) The contents of columns A and B are to be added and sum placed in column C. Write how to do so in MS-EXCEL.

- (viii) Explain the concept of relative addressing.

UNIT - V

- (ix) Where is Coreldraw used ?
- (x) What is the shortcut command used to show current slide on full screen in MS-Powerpoint.

PART - B

UNIT - I

2. (a) Write the steps of booting process. What is its significance ?
- (b) Explain 4 ways in which 'copy' command is used in MS-DOS. 4+4
3. (a) Describe directory and file structure in DOS. State naming rules.

- (b) Which alphabets are used to address hard disk ? Write command to show contents of hard disk. 6+2

UNIT - II

4. (a) Draw an outline sketch of default desktop screen. Label the parts.
- (b) Where and how is scanner used ? 4+4
5. (a) Enumerate the use and characteristics of any windows accessory.
- (b) Write a note on windows explorer. 4+4

UNIT - III

6. Write the steps to accomplish the following :

- (i) Using find and replace in MS-WORD

- (ii) Using thesaurus in MS-WORD
- (iii) Printing the first page of a document in MS-WORD
- (iv) Saving a file on desktop
7. Explain the process of creating, editing, deleting and saving tables in MS-WORD.

UNIT - IV

8. Write the steps to accomplish the following in EXCEL :
- (i) Creating worksheet
- (ii) Printing worksheet
- (iii) Entering alphanumeric data
- (iv) Saving and quitting worksheet

9. (a) Explain the process of working with single and multiple workbooks.

(b) Explain use of formulae in EXCEL.

UNIT - V

10. Write the steps to accomplish the following in

POWERPOINT :

(i) Creating slide

(ii) Manipulating slide

(iii) Inserting organizational chart

(iv) Printing handouts

11. Differentiate between :

(i) Page maker and MS WORD

- (ii) Corel draw and photoshop

PART - C

UNIT - I

12. Give an introduction to DOS. Write its history and various versions. Name and explain with example any 3 internal commands with proper syntax.

UNIT - II

13. Describe management of hardware and software. How are they installed, used and deleted ? Name any 3 hardware and 3 software.

UNIT - III

14. Explain use of following MS-WORD features :

- (i) Toolbars and rulers

(ii) Formatting documents

(iii) Graphics and charts

UNIT - IV

15. Explain use of following MS-EXCEL features :

(i) Creating different types of graphs

(ii) Keyboard shortcuts (specify any 5)

(iii) Auto sum

UNIT - V

16. Write notes on :

(i) Adobe photoshop

(ii) Animated pictures in powerpoint slides

(iii) Word Art