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RE-1805

First Year B. C. A. (Sem. I) Examination

April / May – 2010

105 - PC Software - I

Time : 3 Hours]

[Total Marks : 70

Instrucitons :

(1)

नीचे दशावेक निशानीवाणी विगतो उत्तरवही पर अवश्य कपवी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/>
<input type="text" value="F.Y. B.C.A. (SEM. 1)"/>	<input type="text"/>
Name of the Subject :	<input type="text"/>
<input type="text" value="105 - PC SOFTWARE - 1"/>	<input type="text"/>
Subject Code No. : <input type="text" value="1"/> <input type="text" value="8"/> <input type="text" value="0"/> <input type="text" value="5"/>	Section No. (1, 2,.....) : <input type="text" value="NIL"/>
	<input type="text" value="Student's Signature"/>

- (2) All questions are compulsory.
- (3) Figures to the right indicate full marks.
- (4) Give an example wherever necessary.

Q-1 Answer the following question in short. 10

- 1 What is the difference between paste and paste special command of Excel?
- 2 What is the shortcut key of Spelling and Grammar command?
- 3 What is Drop cap effect?
- 4 What is the shortcut key of Hyper Link?
- 5 What is Internet?
- 6 Explain DIR command with any two switches.
- 7 Write a steps to insert following in your document.
ॐ ©
- 8 Differentiate between GUI & CUI.
- 9 What is the protocol? Which protocol is required for email?
- 10 Give the full form of URL and POP.

Q-2 Answer any two: 7+7

- 1 Explain Page setup? What is page orientation?
- 2 Can you take print out from print preview? Explain print preview command of Ms-Word.
- 3 Explain all the options of Change Case command of MS-Word?

- Q-3 Answer any two: 7+7**
- 1 What is Filtering? How to apply filter in MS Excel database?
 - 2 Explain following functions with syntax & example.
(a) MOD (b) MEDIAN (c) NOW
 - 3 What is chart? Explain the chart wizard feature of MS-Excel.
- Q-4 Answer any two: 8+8**
- 1 Explain My Computer & My Network Places (Network neighbourhood) & Recycle bin icons.
 - 2 Explain Control Panel.
 - 3 Explain Auto Content Wizard & Design Templates.
- Q-5 Answer any two: 8+8**
- 1 Explain Slide transition & Custom animation.
 - 2 Write a note on window explorer.
 - 3 Define the following terms
(a) Speakers Notes (b) Handout
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