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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.*

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.

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(viii) Explain the cocnept 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