



Name : .....

Roll No. : .....

Invigilator's Signature : .....

**CS/BCA/SEM-1/BCA-104/2011-12**  
**2011**  
**PC SOFTWARE**

Time Allotted : 3 Hours

Full Marks : 70

*The figures in the margin indicate full marks.*

*Candidates are required to give their answers in their own words  
as far as practicable.*

**GROUP – A**  
**( Multiple Choice Type Questions )**

1. Choose the correct alternatives for the following :

10 × 1 = 10

- i) A GUI based operating system is
  - a) Windows 98
  - b) Windows XP
  - c) Windows 2000 Server
  - d) All of these.
  
- ii) The key which is used to represent relationship between tables is called
  - a) Primary key
  - b) Unique key
  - c) Candidate key
  - d) None of these.



- iii) Which of the following is non-impact printer ?
- a) Line printer                      b) Dot matrix  
c) Laser jet                            d) Daisy wheel.
- iv) Mail merge helps in
- a) pasting a mail with envelope  
b) creating a mail  
c) creating a mail having multiple copies  
d) posting a mail.
- v) "RAM" extension refers usually to what kind of file ?
- a) Backup file                      b) Audio file  
c) Animation file                    d) MS Encarta.
- vi) HTML stands for
- a) Hypertext Markup Literature  
b) Hypertext Markup Language  
c) Hypertext Market Literature  
d) Hypertext Markdown Language.
- vii) Which one of the following is not a facility of MS Word ?
- a) Spell check                      b) Slide show  
c) Thesaurus                        d) Auto sum.
- viii) '.pdf' is an extension of
- a) Word file                        b) Excel file  
c) Access file                        d) None of these.



- ix) An operating system is a
- collection of executable programs
  - system software
  - bridge between user and computer hardware
  - all of these.
- x) An example of volatile memory is
- RAM
  - Hard Disk
  - CD-ROM
  - ROM.

**GROUP – B**

**( Short Answer Type Questions )**

Answer any *three* of the following.  $3 \times 5 = 15$

- What is watermark picture ? How to apply it on a desktop ?
- What is an operating system ? What are its functions ?
- What is USB ?
  - Write a short note on "My Computer".
- Explain different views of MS\_WORD.
- What is Software ? What are the different types of software ?

**GROUP – C**

**( Long Answer Type Questions )**

Answer any *three* of the following.  $3 \times 15 = 45$

- What is MS\_EXCEL ?
  - What is a chart in MS\_EXCEL ?
  - Describe different steps to create a chart in MS\_EXCEL.
  - What are 'Warm booting' an 'Cold booting' ?

$3 + 3 + 7 + 2$



8. a) What is the use of "Control Panel" icon in MS Windows ?  
Write down two features of "Control Panel".
- b) Write down the difference between 'CUI' and 'GUI'.
- c) Write the steps of creating shortcut on desktop.
- d) What is Pivot table ? Explain its features. 4 + 4 + 3 + 4
9. a) Explain different classes of memory.
- b) Describe the function of task-bar in Windows.
- c) Name the four Operating Systems commonly used in personal computers.
- d) Define 'plug' and 'play'.
- e) What are header and footer ? 7 + 2 + 1 + 2 + 3
10. a) Write down the difference between DOS and Windows.
- b) What is Word-Wrap ? Describe auto-correct features.
- c) Define Primary key and Foreign key. 7 + 5 + 3
11. Write short notes on any *three* of the following : 3 × 5
- a) Program manager and File manager
- b) MACRO
- c) GDI
- d) Internet explorer and Windows explorer
- e) Different views available in Power Point.

