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19/187-C

B.C.A. (First Semester) Examination, 2019
Paper : First (101)
(P.C. Software)

Time : Three Hours]   [Maximum Marks : 70

Note : Attempt questions from **all** sections as per instructions.

(Section - A)
(Very Short Answer Type Questions)

Note : Attempt **all** parts of this section. Give the answer of each part in about 50 words.

1½×10=15

1. (a) What do you understand by the term 'Systems software'? Give examples of the same.

   (b) Name any three software packages and state their application area.

   (c) State the function of the optical drive present in a digital computer.

   (d) Explain the purpose of the AUTOEXEC. BAT file in MSDOS.

   (e) What is meant by the 'Tree-Structured' directory in MSDOS?

   P.T.O.

(2)

   (f) Name the components of the MS-OFFICE software suite.

   (g) What is the purpose of 'Show desktop' icon on Windows Taskbar?

   (h) What do you mean by word-wrap?

   (i) How can worksheets be linked in MS-Excel?

   (j) What is the use of the Auto-complete feature of Excel?

(Section - B)
(Short Answer Type Questions)

Note : Attempt **all** questions. Give the answer of each question in about 200 words.

7×5=35

2. How can we classify printers on the basis of printing methodology? Explain with examples of each type.

OR

What are the different types of input devices that may be typically present with a digital computer? Explain each briefly with diagram.

3. What is the difference between the 'Sleep', 'Shut-down' and 'Restart' command in a windows based environment? Explain the execution mechanism of each command.

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OR

What happens when we try to delete a file or a folder in WINDOWS? How may it be possible to recover deleted objects at a later date? Is it possible to delete a file permanently?

4. Explain the following features of word :
   (a) Rulers and margins
   (b) Header and footer

OR

Explain the following commands of MS-WORD:
   (a) Picture Tools
   (b) Word - Art

5. Give a summary of the statistical and arithmetical functions of MS-Excel.

OR

Explain the graph and charting facilities of MS-Excel. https://www.mgkvponline.com

6. Explain the following :
   (i) Slideshow in powerpoint
   (ii) Adding and deleting
   a slide from an existing presentation.

OR

What is animation? What are the techniques for introducing animation and transition effects in a slide?

(Section - C)
(Long Answer Type Questions)

Note : Attempt any **two** questions. Give answer of each question in about 500 words.

$10 \times 2 = 20$

7. Write ten DOS commands with their format and with suitable examples. Also explain the purpose of each command.

8. How can we perform the following tasks in WINDOWS :
   (i) Renaming a folder
   (ii) Searching for a given file
   (iii) Add a new printer
   (iv) Uninstall a given application

9. Write the steps for generating the payslip reports from the payroll data file present in MS-Excel.

10. Write about the salient features of macromedia flash. Also mention the application areas where flash is useful.

11. Write a short note on :
   (i) Steps in creating a complete powerpoint presentation.
   (ii) Steps in creating a disk partition in MS DOS.

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