

CS/BCA/SEM-1/BCA-104/2010-11

2010-11

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 any **ten** of the following :

10 × 1 = 10

i) Which one of the following is not an output device ?

- a) Plotter
- b) Speech synthesizer
- c) MICR
- d) Smart and intelligent terminal.

ii) An example of a volatile memory is :

- a) CD-ROM b) RAM
- c) ROM d) Hard Disk.

iii) What do folders enable a user to do ?

- a) Organize the files on a disk
- b) Ensure the computer starts properly
- c) Name your files
- d) Create a file allocation table.

iv) Which of the following belongs to systems software ?

- a) Word processing software
- b) Web Browsers
- c) Operating system

- d) Spreadsheet software
- v) Software designed for a specific purpose is called
 - a) System Software b) Compiler
 - c) Specific Software d) Application Software.
- vi) Functions of operating system is are
 - a) Processor Management
 - b) Memory Management
 - c) Input/Output Management
 - d) All of these.
- vii) Which of the following charts is not likely to be included in an analysis or presentation graphics package ?
 - a) Bar b) Pie
 - c) Temperature d) Line.
- viii) The printer that produce the output by pressing a print element and an inked ribbon against the face of a continuous paper form is called
 - a) Impact printer b) Non-impact printer
 - c) Scanning printers d) None of these.
- ix) The advantage of using a spreadsheet is
 - a) Calculations can be done automatically
 - b) Changing data automatically updates calculations
 - c) More flexibility
 - d) All of these.
- x) Which of the following allows you to communicate with multiple users at the same time ?
 - a) Instant messaging b) E-mail
 - c) A chat room d) A photo community.
- xi) Virtual Memory is
 - a) a part of main memory only used for swapping

- b) a technique to allow a program, of size more than the size of the main memory to run
- c) Part of secondary storage used in program execution
- d) None of these.

GROUP – B

(Short Answer Type Questions)

Answer any *three* of the following. 3 × 5 = 15

- 2. a) Differentiate between Function and Formula with suitable example.
- b) Describe the following functions :
 - i) IFO
 - ii) ROUND () 3 + 2
- 3. What is File Manager ? What are its functions ? How does it differ from Program Manager ? 2 + 2 + 1
- 4. Differentiate System software from application software. What is a compiler ? 3 + 2
- 5. What is Operating System ? What are its functions.
- 6. Differentiate between Power Point Show file and Power Point Transition file.

GROUP – C

(Long Answer Type Questions)

Answer any *three* of the following. 3 × 15 = 45

- 7. a) How charts are created in Excel ? What types of charts are there ? 3 + 4
- b) Explain the process of adding and deleting slides in a power point presentation. 3
- c) Describe different steps for creating an animated slide presentation. 5
- 8. a) Write down the difference between CUI and GUI. 4
- b) What are hot booting and cold booting ? 5

- | | | |
|-----|--|-------|
| | c) What is the use of control panel icon in MS windows ?
Write down at least three features of control panel. | 3 + 3 |
| 9. | a) Write down basic components of Windows Operating System. | 5 |
| | b) Write the steps of creating short cut on desktop. | 3 |
| | c) Which menu exists in MS Excel but does not exist in MS Word ? | 1 |
| | d) Which menu exists in MS Word but does not exist in MS Excel ? | 1 |
| | e) What is the significance of Windows explorer ? | 3 |
| | f) By default, how many sheets are there in a work book ? | 2 |
| 10. | a) What is filter in Excel ? Under which menu does it exist ? | 3 + 1 |
| | b) What are Pivot Table and Pivot Chart ? It comes under Which menu ? | 4 + 1 |
| | c) What views are there in MS Word ? | 4 |
| | d) What is auto complete features of Excel ? | 2 |
| 11. | a) What is drive ? What is root folder ? | 2 + 2 |
| | b) Write defferent classes of memory. | 6 |
| | c) What are combination keys ? Why are they named so ? | 3 + 2 |

=====