2012

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 :

                                                                                10X1 = 10

   i) 'BMP' extension refers usually to which kind of file ?

      a) Composed archive file

      b) Image file

      c) Audio file

      d) Video file.

   ii) Which of the following is website design software ?

      a) MS Word   b) MS Excel

      c) MS Front page   d) MS Publisher.

   iii) HTML stands for

      a) Hyper Text Markup Language

      b) Hypo Text Markup Language

      c) Hyper Text Market Language

      d) Hyper Text Markup Literature.

   iv) Which one of the following is a non-linear printer ?

       a) Line Printer   b) Dot Matrix

       c) Laser Jet   d) Daisy Wheel.

v) Filter is created for

   a) filtering tab   b) filtering

   c) filtering information   d) none of these.

vi) Windows provides a temporary area called

   a) Memory   b) Paste

   c) Clipboard   d) None of these.

vii) An icon is a

   a) File

   b) Shortcut

   c) Pictorial representation of file

   d) none of these.

viii) An OS is a/an

   a) collection of software

   b) application software

   c) hardware

   d) none of these.

ix) OLE stands for

   a) Object Locking Environment

   b) Object Linking Environment

   c) Object Laching Environment

   d) none of these.

x) pdf is

   a) Word file   b) Access file

   c) Excel file   d) None of these.

GROUP – B

(Short Answer Type Questions)

Answer any *three* of the following.   3X5 = 15

2. What is Standby mode ? How do you change the date
   and/or time ?   2 + 3

3. What is a font ? How do you instal a new font ?   2 + 3

4. How can you set the screen-saver of the Windows ?
   Differentiate between selecting and choosing .   3 + 2

5. How can you change Directories & Drives in DOS ?
   Differentiate between "rd" & "del" command .   3 + 2

6. How can you copy & rename a single file in DOS ? What is
   fragmentation ?   3 + 2

7. Is there any difference between "Save" & "Save As" in
   MS-Word ? Explain. What is Text effect ?   4 + 1

8. What are the elements of Screen Layout in MS-Excel ?
   Explain.

GROUP – C

(Long Answer Type Questions)

Answer any *three* of the following.   3X15 = 45

9. a) What are the basic elements in "Formatting Toolbar" ?
      Differentiate between graph and chart in MS-Excel.

                                               3 + 4

   b) Explain different types of functions available in
      MS-Excel. What is Format Printer ? Explain.   4 + 4

10. a) Write the steps to apply border and shading. What is
       Watermark Picture ?   4 + 3

    b) How to apply it on a picture ? What is Mail Merge ?
       Explain.   3 + 5

11. a) Describe Auto Correct and Auto Text entry. In how
       many ways can you create a table ? Explain with
       example. Differentiate between Folder and Shortcut.

                                               3 + 4 + 3

    b) What are the procedures to use bulleted list ? How can
       you sub-number any list ?   3 + 2

12. a) How to start MS-PowerPoint ? Write down the basic
    components of PowerPoint Window.   2 + 3

   b) Describe different types of view available in
      PowerPoint. What are the major advantages of
      PowerPoint ? What is a slide transition ?   3 + 4 + 3

13. a) What are the database components of MS-Access ?
       Explain Primary & Foreign key.   4 + 4

   b) Write down the advantages of LAN. Write down at least
      three features of "Control Panel".   4 + 3

14.   Write short notes on any *three* of the following :   3X5

       a) MACRO

       b) My Computer

       c) Workbook & Worksheet

       d) USB

       e) Clip Art

       f) Intranet & Internet.

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