2013

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 Question)

1.   Choose the correct alternatives for the following: 10 x 1 = 10

   i)   The output quality of a printer is measured by

      a)   dot per inch

      b)   dot per sq. inch

      c)   dot printed per unit time

      d)   all of these.

   ii)   In analog computer

      a)   input is first converted to digital form

      b)   input is never converted to digital form

      c)   output is displayed in digital form

      d)   all of these.

   iii)   Personnel who design, program, operate and maintain computer equipment refers to

      a)   console-operate   b)   programmer

      c)   people ware   d)   system analyst.

iv) The key *F*12 opens at

   a) save as dialog box   b) open dialog box

   c) save dialog box   d) close dialog box.

v) Which of the following is not available on the Ruler of MS Word screen?

   a) Tab stop box   b) Left indent

   c) Right indent   d) Centre indent.

vi) Portrait and Landscape are

   a) page orientation   b) paper size

   c) page layout   d) all of these.

vii) In MS-Excel default header for a worksheet is

   a) your name   b) date

   c) date and time   d) none of these.

viii) In MS-Excel accounting style shows negative numbers in

   a) Bold   b) Brackets

   c) Parentheses   d) None of these.

ix) The arrangement of elements such as title and subtitle text, pictures, tables etc. is called

   a) layout   b) presentation

   c) design   d) none of these.

x) To open the existing presentation, press

   a) ctrl+O   b) ctrl+N

   c) ctrl+A   d) None of these.

GROUP – B

(Short Answer Type Questions)

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

2.   What is an operating system? What are its function?   2+3

3.   What are header and footer? How will you insert header and footer?   3+2

4.   What is the use of "Control Panel" icon in MS-Windows? Write down three features of "Control Panel".   2+3

5.   What is watermark picture? How to apply it on document?   2+3

6.   Explain hyphenation. How to use autocorrect feature?   2+3

GROUP – C

(Long Answer Type Questions)

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

7.   a)   What is MS-Excel?

      b)   What is a chart in MS-Excel?

      c)   Describe different steps to create a chart in MS-Excel.

      d)   What are 'Warm Booting' and 'Cold Booting'?

                                                                3+3+7+2

8.   a)   What is the difference between Program Manager and File Manager?

      b)   What is the default size of the recycle bin?

      c)   What are auto filter and advance filter in MS-Excel?

      d)   What is the procedure of slide show?   5+1+5+4

9.   a)   What is folder?

      b)   How can a folder be created?

c)   Explain the use of formatting toolbar in word.

d)   What is thesaurus?

e)   What is OLE?

f)   Describe the auto correct feature in brief.

2+3+3+2+2+3

10. a)   What is custom animation? What do you mean by loop in slide presentation? What are the major advantages of power point?

b)   Describe different types of view available in Power Point.

(2+3+4)+6

11. Write short notes on any *three* of the following: 3 x 5

a)   Hyperlink

b)   Icon

c)   Internet explorer

d)   Mainframe computers

e)   Pivot table.