

Seat No. : _____

FBCA-06
April-2007
PC Software (BCA : 106)
(New Course)

Time : 3 Hours]

[Max. Marks : 70

1. A. Answer the following questions :
- i. What is an operating system ? Differentiate between single user and multi user operating system. **03**
 - ii. Using an example show the utility of * and ? in DOS. **02**
 - iii. What is the difference between the following DOS commands ? **02**
 - (a) COPY and REN
 - (b) DIR*.* and DIR hello.c
- B. Answer the following :
- i. What is data validation in Excel ? How do we achieve it ? **03**
 - ii. What is the difference between IF() and SUMIF() functions in Excel ? **02**
 - iii. What do you understand by freeze panes in Excel ? **02**

OR

- A. Answer the following questions :
- i. What happens during the booting process and why is it required ? Compare warm boot with cold boot. **03**
 - ii. How would you compare DOS and WINDOWS operating systems ? **02**
 - iii. What do the following commands in DOS do ? **02**
 - (a) PROMPT Exam\$D\$T\$G
 - (b) COPY c:\exam*.* /

- B. Answer the following :
- i. What is the difference between auto filter and advanced filter in Excel ? **03**
 - ii. What is goal seek in Excel ? **02**
 - iii. What is a custom list in Excel ? How do we create it ? **02**
2. A. Answer the following questions (any **five**) : **10**
- i. State the concept of client and server.
 - ii. What is the significance of a 'taskbar' in Windows ?
 - iii. How does 'control panel' help the user ?
 - iv. Why is it important to 'shut down' before switching off the system ?
 - v. What is a 'workstation' ?
 - vi. State the utility of 'Network Neighbourhood'.
 - vii. What is a desktop ? What do we mean by customizing a desktop ?
 - viii. Explain the significance of 'Windows Explorer'.
- B. Answer the following : (any **two**) **04**
- i. Differentiate between cc and bcc in Outlook.
 - ii. State the significance of the 'task folder' in Outlook.
 - iii. What is the importance of the 'notes' folder in Outlook ?
 - iv. What is the significance of an address book in Outlook ?
3. A. Answer the following questions : **06**
- i. What is the difference between autotext and autocorrect feature in Word ?
 - ii. What is the use of 'Book Mark' in Word ? How do we create it ?
 - iii. What is utility of the mail merge feature in Word ?

OR

- Answer the following questions : **06**
- i. What is the use of a dictionary in Word ? Can we create it ? If yes, how ?
 - ii. What are 'tabs' in Word ? Describe in brief the types of tabs in Word.
 - iii. How would you differentiate between Paste and Paste Special feature of Word ?

B. Describe the following in a Word document : (any **four**) **08**

- i. 'Comments' in a word document.
- ii. 'Find whole words only' in Find and Replace options
- iii. Footnote and Endnote
- iv. Thesaurus
- v. Book mark
- vi. Different types of views
- vii. Hanging paragraphs
- viii. Password to open and Password to modify

4. A. Answer the following : **10**

- i. What do you understand by slide transition in PowerPoint ? How do we customize it ?
- ii. What are speaker notes in PowerPoint ?
- iii. What do you mean by 'rehearse timings' in PowerPoint ?
- iv. State the significance of a slide sorter in PowerPoint.

OR

A. Answer the following : **10**

- i. What is animation in PowerPoint ? What is its type ?
- ii. What are custom shows in PowerPoint ?
- iii. How would you differentiate between slide layout and slide design ?
- iv. Explain Pack and Go Utility.

B. Answer the following questions : (any **two**) **04**

- i. What are computer viruses ? Mention at least five symptoms of computer virus.
- ii. Describe the ways in which computer viruses can spread.
- iii. Mention the major types of viruses. Explain any two.
- iv. What are the ways of preventing and curing computer viruses ?

5. A. Differentiate between the following in Excel (any **five**) : **10**

- i. Worksheet and Workspace
- ii. Cell addresses : A\$4 and \$A4
- iii. Paste and Paste Link
- iv. Cell and Range
- v. Global macros and Local Macros
- vi. Σ and Subtotals
- vii. Auto Format and Conditional Formatting
- viii. Wrap text and Shrink to fit

B. Answer the following : **04**

- i. What do you understand by creating a 'new Window' in Excel ?
- ii. What are data tables in Excel ?

OR

Answer the following : **04**

- i. What is the significance of 'split' under Window option in Excel ?
 - ii. What are the types of data that can be entered in an Excel sheet ?
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FBCA-06
April-2007
PCS (Final Theory)
(Old Course)

Time : 3 Hours]

[Max. Marks : 50

Instruction : Start new question on new page.

1. Do as directed : (any **ten**) **(10)**

- (1) What is Icon ?
- (2) What is DISKCOMP command in DOS ?
- (3) Give the extension of :
 - Text file
 - Word document
- (4) What is Format Painter ?
- (5) List the different views of Calendar folder.
- (6) List any two types of charts in Excel.
- (7) What is thesaurus in Word ?
- (8) List the two wildcard characters.
- (9) What is the purpose of Drafts folder in Outlook ?
- (10) State the purpose of Pack and go utility in PowerPoint.
- (11) Explain Ping command in NT.

2. (a) Answer : (any **two**) (6)
- (1) Explain Internal and External commands with example.
 - (2) Explain Config.sys and its commands.
 - (3) State the difference between Copy and Xcopy commands.
- (b) Answer : (any **two**) (4)
- (1) Explain Recycle Bin.
 - (2) Explain Disk Defragmentation in win98.
 - (3) Explain Network Neighbourhood.
3. (a) Answer any **two** : (6)
- (1) Explain User Manager in NT.
 - (2) Discuss the Print utility in Novell.
 - (3) Explain Autotext, Autocorrect and Autoformat feature in word.
- (b) Answer any **two** : (4)
- (1) What is Trust Relationship in NT ?
 - (2) Explain any two services of NT.
 - (3) State and explain two menu utilities of Novell.
4. (a) Answer any **two** : (6)
- (1) Explain Mail Merge feature of Word.
 - (2) Explain any three mathematical functions in Excel.
 - (3) Explain Animation and transition in powerpoint.
- (b) Answer any **two** : (4)
- (1) Explain Absolute and Relative addressing in Excel with examples.
 - (2) Explain Header and Footer in Word.
 - (3) Explain the different views in Power-point.

5. (a) Answer any **two** : **(6)**
- (1) Explain Paste and paste special in Excel.
 - (2) Explain with example Vlookup function in Excel.
 - (3) Explain the Inbox, Outbox and Sent items folder in Outlook.
- (b) Answer any **two** : **(4)**
- (1) State the difference between To, Cc and Bcc in Outlook.
 - (2) Explain Journal Folder in Outlook.
 - (3) What are recurring events ?
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