

NE-826

Seat No. _____

First Year B. C. A. Examination

April / May – 2003

PC Software : Paper - BCA-106

Time : 3 Hours]

[Total Marks : 50

Instruction : Start new question on new page.

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

- (1) What is the file naming convention in DOS ?
- (2) What is CHKDSK command in DOS ?
- (3) What is desktop in Win - 98 ?
- (4) What are the four options in Shut down menu in Win - 98 ?
- (5) What is schedule service in Win - NT ?
- (6) What is bookmark in WORD ?
- (7) What are the extension for the following :
 - (a) Excel workbook
 - (b) Word document.
- (8) What is the utility of notes folder in MS outlook ?
- (9) Drop cap feature can be used on any character of the paragraph (T/F)
- (10) Content of cell $A_1=A_1+B_1$ is valid. (T/F)
- (11) Dates are left justified in MS Excell. (T/F)
- (12) MS Excell file can be opened from power-point slide. (T/F)

- 2** (a) Answer any **two** : **6**
- (1) What is the purpose of config.sys file ? What are the commands included in it ?
 - (2) State the difference between Copy, X copy and Disk Copy in DOS.
 - (3) What is recycle bin ? What is its significance in Win-98 ?
- (b) Answer any **two** : **4**
- (1) State the difference between autoexec.bat and normal batch file.
 - (2) Explain network neighbourhood in Win - 98.
 - (3) State the utility of task bar in Win-98.
- 3** (a) Answer any **two** : **6**
- (1) State the difference between Win - NT Server and Win - NT Workstation.
 - (2) Explain File management utilities in Novell Netware.
 - (3) Explain various page views in MS WORD.
- (b) Answer any **two** : **4**
- (1) Explain Alerter and Directory Replicator services in Win - NT.
 - (2) What is trust Relationship in Win - NT ?
 - (3) Explain send and NLIST command in Novell Netware.
- 4** (a) Answer any **two** : **6**
- (1) Explain title case, toggle case and sentence case with example in MS Word.
 - (2) Explain the difference between slide sorter, slide view and slide show views in Power Point.
 - (3) State the difference between Goal seek and Solver in MS Excel.

(b) Answer any **two** : **4**

- (1) What is the difference between auto text and auto correct feature in MS WORD ?
- (2) What is animation ? State any three types of animation.
- (3) What is chart ? Give three different types of chart.

5 (a) Answer any **two** : **6**

- (1) State and explain any three arithmetic functions in MS Excel.
- (2) Explain paste special feature in MS Excel.
- (3) What is the utility of sent items, drafts and out box folder in MS outlook ?

(b) Answer any **two** : **4**

- (1) What is the utility of task folder in MS Outlook ?
- (2) What are the views supported by MS outlook for calendar folder ?
- (3) What is distribution list in MS outlook ?
