

Roll. No.....

1211082

SECTION- B

BCA 1st Semester Examination

Jan.2014

Subject – PC Software

Subject Code: CAL-103

Time Allowed: 03 hours.

Maximum Marks: 100

Before answering the question paper the candidate should ensure that they have been supplied the correct question paper. Complaints in this regard, if any, shall not be entertained after the examination.

Note: Question No. 1 is Compulsory and attempt any two questions from each section. All questions carry equal marks.

1. Write a short note on the following: [5 x 4 = 20]

- (i) Parallel vs. Serial communication
- (ii) Taskbar settings in windows
- (iii) Equations and macros in MS Word
- (iv) Standard buttons in MS Power Point.

SECTION-A

2. (a) What are the different types of windows in windows operating system? Explain the process of customizing the windows. [10]
(b) Differentiate between RAM and ROM. Explain different types of RAM available in market. [10]
3. (a) Explain spooling and fragmentation in details. [10]
(b) How to Configure DOS? Explain the parameters of its commands with syntax. [10]
4. (a) How would you create a new document in MS Word? Describe the process of saving a document. [10]
(b) Describe the various editing tools of Word. What are the various shortcuts attached to editing tools? [10]

- 5(a) How would you insert a chart in the worksheet? Discuss the process of modifying chart. [10]
(b) Define spreadsheets in MS Excel. What are the different parts of a spreadsheet? Explain. [10]
- 6(a) Discuss the major features of Power Point. Discuss various steps of creating slides in Microsoft Power Point. [10]
(b) Describe the various views of looking at presentations in Power Point. How would you create presentation using various slide options? [10]
- 7(a) What is a chart wizard in MS-Excel and what are two of its advantages? List the steps involved in creating a chart through Chart Wizard. [10]
(b) Write note on the following disk management tools: [10]
i) Norton Utilities, Norton Disk Doctor
ii) Virus detection, prevention and cure utilities