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

Time : 3 Hours] [Max. Marks : 70

I. 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):
   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:
   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:
   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. Bookmark
   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):
   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. $ and Subtotals
   vii. Auto Format and Conditional Formatting
   viii. Wrap text and Shrink to fit

B. Answer the following:
   i. What do you understand by creating a ‘new Window’ in Excel?
   ii. What are data tables in Excel?

   OR

   Answer the following:
   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?
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:
   (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:
   (1) State the difference between To, Cc and Bcc in Outlook.
   (2) Explain Journal Folder in Outlook.
   (3) What are recurring events?