

Roll No.....

BCA-102(O)

B.C.A. (Semester I) Examination – 2011

Paper: Second

Personal Computer Software

Time: Three Hours]

[Maximum Marks: 75

Note: Attempt question from all the sections.

Section-A

(Numerical/Analytical/Problematic Questions)

Note: Section A is compulsory.

1. A computer centre is running two PC's labs for BCA students. Lab-1 has no networking, while in lab-2, each PC is connected through LAN. Write down advantages of lab-2 over lab-1.

2. (a) Write down functions of following DOS commands:
 - (i) ATTRIB
 - (ii) MKDIR

- (b) How will you perform the following tasks in windows environment?
 - (i) To determine free space on your hard disk.
 - (ii) To copy a file from pen drive to Desktop.

- (c) How will you search some word in MS-Word document?
- (d) Write down procedure for saving a file or workbook in MS-Excel.

Section-B
(Short Answer Type Questions)

Note: Attempt any ten questions.

3. Write the functional units of a computer.
4. What is the difference between primary and secondary storage of a computer system?
5. Write down two objectives of having an operating system in a computer system. How does an operating system help in meeting these objectives?
6. Write down hidden and non hidden system files of DOS and explain function of each file.
7. How will you perform the following tasks in MS-DOS?
 - (i) To copying the file from one directory to another.
 - (ii) To format a floppy and make bootable disk on it.
8. Describe various elements of 'Application Window'.
9. How will you delete files and folders permanently in windows operating system?

10. How will you perform the following tasks in windows environment?
 - (i) To open scientific calculator
 - (ii) To create a folder on desktop and copy a file from 'My document' to this folder.
11. What are "Headers and Footers" in MS-Word? What are the advantages of using them?
12. Write down complete procedure to run MS-Word if its icon is not present on your desktop.
13. Explain the functions of following:
 - (a) Tittle bar
 - (b) Tool bar
14. How can you check spelling in MS-Word? What are various options available to correct the wrong spelling?
15. Write down complete procedure to draw PI chart in Excel worksheet and add title to this chart.
16. Explain basic features of 'Functions' in MS-Excel.

Section -C

(Long Answer Type Question)

Note: Attempt any one question.

17. (a) Write down characteristics of future generation computer.

- (b) Write down steps to perform following tasks in MS-Excel:
 - (i) To copy a formula
 - (ii) To copy contents of the cell
 - (iii) To select a range

- 18. What is mail-merge? How will you perform following tasks in mail merge?
 - (a) Create main document
 - (b) Create a data source
 - (c) Insert fields into main documents
 - (d) Merge the main documents and data source
 - (e) Print merged documents

- 19. (a) What is an operating system? Why is it necessary for a computer system?

(b) What is batch processing? Explain functions of 'AUTOEXEC. BAT' file of DOS.