QUESTION 2008

Group – A
(Multiple Choice Type Questions)

1. Choose the correct alternatives for the following:

i) A$2 is .... cell addressing.
   a) absolute   b) relative   ✓c) mixed   d) half

ii) Windows provides a temporary area called
   a) memory   ✓b) clipboard   c) paste   d) all of these

iii) Any database function in Excel has
   a) one argument   b) two arguments
   c) three arguments   ✓d) any number of arguments

BCA PC-100

iv) Mail merge helps in
   a) pasting a mail with envelope
   ✓c) creating a mail having multiple copies
   b) creating a mail
   d) posting a mail

v) Which one is not a facility of MS Word?
   a) Spell check
   b) Thesaurus   ✓c) Slide show   d) Auto sum

vi) Which one of the following is false?
   a) Every formatting work needs selection of object beforehand
   b) Tables can also be drawn besides inserting it
   c) Windows OS allows *plug-n-play* facility
   ✓d) OS is an application software

vii) An icon is a
   a) pictorial representation of files and folders
   ✓c) shortcut
   b) file
   d) navigation tool

viii) .pdf is an extension of
   a) word file   b) access file   c) excel file   ✓d) none of these

ix) References in MS-Excel are of
   a) 2 types   b) 3 types   ✓c) 4 types   d) none of these

x) There are .... distinct table formats in MS-Excel.
   a) 16   b) 32   c) 64   d) 256
   It will be different in different version of Excel.

Group – B
(Short Answer Type Questions)

2. What are Header and Footer? How will you insert header and footer?
See Topic: MS WORD, Short Answer Type Question No. 1.

3. What is filter? Explain briefly.
See Topic: MS EXCEL, Short Answer Type Question No. 1.

4. What is Watermark picture? How to apply it on a picture?
See Topic: MS WORD, Short Answer Type Question No. 3.

5. What are the differences between manual spreadsheet and electronic spreadsheet?
See Topic: MS EXCEL, Short Answer Type Question No. 2.

6. What is power point? Define Handouts
See Topic: MS POWERPOINT, Short Answer Type Question No. 2.

Group – C
(Long Answer Type Questions)

7. Describe different steps to create a chart in MS-Excel. How do you change the title and data source of a chart in MS-Excel?
See Topic: MS EXCEL, Long Answer Type Question No. 1(b).

8. What is Software? What are the different types of Software? Differentiate between System software, System utility software and Application software.
See Topic: MISCELLANEOUS, Long Answer Type Question No. 2.

BCA PC-101

9. a) What is an operating system? What are its different features?
b) Write down the differences between CUI and GUI.
c) What is the use of "Control Panel" icon in MS-Windows? Write down at least two features of "Control Panel".
d) What is the default size of recycle bin?
e) What is warm booting and cold booting?
See Topic: MISCELLANEOUS, Long Answer Type Question No. 3.

10. a) What is Custom Animation? What do you mean by loop in slide presentation? What are the major advantages of power point?
b) Describe different types of view available in power point.
a) See Topic: MS POWERPOINT, Long Answer Type Question No. 3.
b) See Topic: MS POWERPOINT, Long Answer Type Question No. 1(b).

11. Distinguish between any three of the following:
    a) Goal seek and Solver
    b) Auto filter and Advanced filter
    c) Template and Wizard
    d) Workbook and Worksheet
    e) Primary key and Foreign Key.
a) See Topic: MS EXCEL, Long Answer Type Question No. 3(a).
b) See Topic: MS EXCEL, Long Answer Type Question No. 3(b).
c) See Topic: MS EXCEL, Long Answer Type Question No. 3(c).
d) See Topic: MS EXCEL, Long Answer Type Question No. 3(d).
e) See Topic: DATABASE MANAGEMENT SYSTEM, Short Answer Type Question No. 3.