2014/01

BACHELOR OF COMPUTER APPLICATION
First Semester
PC-PACKAGES
(BCA- 04)

Duration: 3Hrs.

Full Marks: 70

Part-A (Objective) =20
Part-B (Descriptive)=50

(PART-B: Descriptive)

Duration: 2 hrs. 40 mins.

Marks: 50

1. Answer the following questions *(any five)*

2×5=10

a) How do you insert a symbol in word document?

b) How do you Make a text bold and Italic?

c) What is an Electronic spreadsheet?

d) How do you underline a text?

e) What do you mean by Filtering Data?

f) How do you open and save a workbook?

g) How do you insert a new slide in your presentation?

2. Answer the following questions *(any five)*

3×5=15

a) Explain the different units of MS-word.

b) Write the procedures to create tables.

c) Explain the concept of headers and footers.

d) How will you change the style and the font size of the text?

e) Explain Relative cell addressing and absolute cell addressing.

f) Briefly explain formatting toolbar.

g) Explain a chart in MS-Excel.

3. Answer the following questions *(any five)*   5×5=25

   a) Write down the procedure to create a macro.

   b) Write down the procedure to do mail merge.

   c) How will you check and fix a wrong word in a sentence?

   d) Discuss the different types of task performed by MS-Excel.

   e) Give the syntax of if(),sumif(),countif().

   f) Explain the following entries to worksheet:

      i) Text   ii) Number   iii) Date & Time   iv) formula

   g) Write down the steps to create a simple powerpoint presentation.

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(The figures in the margin indicate full marks for the questions)

Duration: 20 minutes   **Marks – 20**

PART A- Objective Type

Choose the correct answer: **1×20=20**

1) A feature of MS Word that saves the document automatically after certain interval is available on
   a) Save tab on Options dialog box   b) Save As dialog box
   c) Both of above   d) None of above

2) Which of the following is not available on the Ruler of MS Word screen?
   a) Tab stop box
   b) Left Indent
   c) Right Indent
   d) Center Indent
   e) All of them are available on ruler

3) What is a portion of a document in which you set certain page formatting options?
   a) Page   b) Document   c) Section   d) Page Setup

4) Borders can be applied to
   a) Cells   b) Paragraph   c) Text   d) All of above

5) Which of the following is not a type of page margin?
   a) Left   b) Right   c) Center   d) Top

6) Portrait and Landscape are
   a) Page Orientation   b) Paper Size   c) Page Layout   d) All of the Above

7) Which of the following is not a font style?
   a) Bold   b) Italics   c) Regular   d) Superscript

8) You can activate a cell by
   a) Pressing the Tab key   b) Clicking the cell
   c) Pressing an arrow key   d) All of above

9) Paper spreadsheets can have all the same advantages as an electronic spreadsheet except which of the following?
   a) Rows and columns   b) Headings   c) Speed   d) None

10) Which of the following is not a basic step in creating a worksheet?
   a) Save the workbook
   b) Modify the worksheet
   c) Enter text and data
   d) Copy the worksheet

11) Hyperlinks cannot be
   a) Special shapes like stars and banners
   b) Drawing objects like rectangles ovals
   c) Pictures
   d) All can be hyperlinks

12) Which of the following setup options can not be set in the page setup dialog box?
   a) Printer selection
   b) Vertical or horizontal placement
   c) Orientation
   d) Row and column titles

13) Formulas in Excel start with
   a) %
   b) =
   c) +
   d) -

14) The cell reference for cell range G2 to M12 is
   a) G2.M12
   b) G2; M12
   c) G2:M12
   d) G2-M12

15) The software which contains rows and columns is called
   a) Database
   b) Drawing
   c) Spreadsheet
   d) Wordprocessing

16) Which chart may be created in Excel
   a) Area
   b) Pie
   c) Line
   d) All

17) Which are the functions of MS-Excel
   a) Sum
   b) Average
   c) Max
   d) All

18) The shortcut key to start slide show is
   a) F5
   b) ALT+F5
   c) CTRL+F5
   d) SHIFT+F5

19) Slide transition can be applied to
   a) Current slide
   b) Selected Slides
   c) All Slides
   d) All of the above

20) Power point Applications allow you to produce
   a) Animated Presentations
   b) Paper printout of slides
   c) Notes for the speaker
   d) All of the above

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