

**SH-210**

**B.C.A. I<sup>st</sup> Semester (New)/(ATKT)**

**Examination, 2015-16**

**PC Software**

**Time : 3 Hours]**

**[Maximum Marks : 85**

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**Note :- All questions are compulsory.**

**Unit - I**

- I. (a) What is booting and how to create boot disk ?
- (b) What are the Internal DOS Commands and external DOS commands ?

**OR**

- (a) Explain files and Directories in DOS.
- (b) Explain the following :-
  - (i) Control Penal

**P.T.O.**

(2)

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- (ii) Range & Related Operations
- (iii) Batch file

**Unit - II**

2. Explain various word processing package software.

**OR**

Explain two difference between Macros and Templates.

**Unit - III**

3. What are Header and footer ? How will you insert on page ?

**OR**

How to setup printers ? Explain printing and its formatting.

**Unit - IV**

4. What are the difference between manual spreadsheet and electronic spreadsheet ?

**OR**

Define the gridline and how to remove gridline from printout.

**Unit - V**

5. Explain naming & Executing Macro in Worksheet Using @ if To Make A formula.

(3)

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**OR**

Write short note on any three :-

- (i) Power point and Handouts.
- (ii) Format painter and its steps.
- (iii) Operating System features.
- (iv) Tree and Deltree.

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