

**BACHELOR OF COMPUTER  
APPLICATION I YEAR  
EXAMINATION, 2010**

**Paper — BCAD-102**

**PC SOFTWARE**

*Time : 2½ Hours*

*Maximum Marks : 70*

*(Write your Roll No. at the top immediately  
on receipt of this question paper.)*

*Answer all Sections as per instructions given in  
each Section.*

**SECTION - A** (1 × 10 = 10)

*Answer ALL questions.*

Choose the correct option:

1. In the IBM PC-AT, what do the word AT stands for

- a) Additional Terminals
- b) Advance Technology
- c) Applied Technology
- d) Advanced Terminology

2. A collection of eight bits is called

- a) Word
- b) Record
- c) Byte
- d) File

P.T.O.

3. MS Word allows creation of \_\_\_ type of documents by default.
- a) DOC
  - b) WPF
  - c) TXT
  - d) DOT
4. Outlook Express is a \_\_\_
- a) E-mail Client
  - b) Scheduler
  - c) Address Book
  - d) All the above
5. Excel files have a default extension of .....
- a) XLS
  - b) XLW
  - c) XWK
  - d) 123
6. A computer program that converts an entire program into machine language is called a/an
- a) Interpreter
  - b) Simulator
  - c) Compiler
  - d) Commander

7. Which of the following is the correct order of the four major functions of a computer ?
- a) Process, Output, Input, Storage
  - b) Input, Output, Process, Storage
  - c) Process, Storage, Input, Output
  - d) Input, Process, Output, Storage
8. Which of the following is **not** an example of input devices:
- a) Scanner
  - b) Mouse
  - c) Keyboard
  - d) Printer
9. Which of the following is called the brain of a computer ?
- a) CPU
  - b) CD
  - c) Floppy disc
  - d) Megabyte
10. Verification of a login name and password is known as \_\_\_\_\_.
- a) Configuration
  - b) Accessibility
  - c) Authentication
  - d) Logging in

**SECTION - B** (6 × 5 = 30)

*Answer any SIX questions from this section.*

11. What do you mean by Normal View and Page Layout View of a document ? How do they differ from each other?
12. Demonstrate Word Count Utility to describe statistics of an word document ?
13. Differentiate between Files and Folders in Windows. What are the steps for creating Files and Folders ?
14. Explain how to protect an Excel file by assigning a password by using the available options.
15. Discuss the important features of Outlook.
16. What are the advantages of an Email service ? Explain the use and importance of following Email components.
  - (i) BCC
  - (ii) CC
  - (iii) Forwarding of Mail.
17. What is a function wizard in Excel ? What are it uses?
18. Distinguish between :
  - i) CPU and ALU
  - ii) Hardware and Software.

**SECTION - C** (3 × 10 = 30)

*Answer any THREE questions.*

19. Give a brief overview of different versions of Windows Operating System.
20. Explain advantages and area of use of MS - Power Point.
21. Define Computer Virus. How do they infect and spread in Computer System? Give examples of Computer Viruses.
22. Write difference between following DOS Commands?
  - a) DISKCOPY and XCOPY,
  - b) SCANDISK and CHKDISK
  - c) COPY and MOVE
  - d) DIR and TREE
  - e) REN and CLS
23. Explain the following (any *five*) Excel functions giving example for each
  - i) MOD ( )
  - ii) IF ( )
  - iii) INT ( )
  - iv) SQRT ( )
  - v) MAX ( )
  - vi) FACT ( )
  - vii) AVG ( )