

09 DEC 2019

Seat No. \_\_\_\_\_

**P.G.D.C.A. Semester-1 Examination****PC Software - Paper No: 101****Code:- 9624****Time: 3 hours****Total Marks:- 100**

Q-1[A] What is Computer? Explain the types of computer. 10

Q-1[B] Define the following Term: 10

1. Operating system 2. Program 3. Hardware 4. Software 5. Computer

**OR**

Q-1[A] What is PC? Explain with its block diagram. 10

Q-1[B] What is MS-DOS? Explain in brief. 10

Q-2[A] What is Word Processor? Explain with its uses. 10

Q-2[B] Explain page setup tools in MS-Word. 10

**OR**

Q-2[A] What is MS-Word? List out packages of word processor. 10

Q-2[B] Explain paragraph alignment in MS-Word. 10

Q-3[A] Explain Mail Merge facility. 10

Q-3[B] How to print document? Explain with all its page setup features. 10

**OR**

Q-3[A] How does Search, Goto &amp; replace works? Explain in detail. 10

Q-3[B] Discuss Following Utilities. 10

1. Spelling & grammer 2. Water mark

Q-4[A] What is Spreadsheet? How to apply formula in spreadsheet? 10

Q-4[B] Explain following Term. 10

1. Subtotal 2. Advance filter 3. Auto filter 4. Sort 5. validation

**OR**

Q-4[A] Explain any 5 mathematical functions with example. 10

Q-4[B] What is Macro? How to use it? 10

Q-5[A] What do you mean by presentation? How to add a new slide in it? 10

Q-5[B] Write a short note on: Slide View 10

**OR**

Q-5[A] Write a short note on: Slide layout 10

Q-5[B] Define the following term. 10

1. Custom animation 2. Transition speed