

Seat No:-

MAY 2015  
P.G.D.C.A Semester-1  
Subject:- 101 PC Software -25701

Date:-

Subject Code:- 25701

Time:- 3:00 Hours

Total Marks:- 100

- Q-1 Give the answer of the any FOUR questions.** 20
- 1 Explain Block Diagram with its all operations.
  - 2 Write a short note on Keyboard
  - 3 Define Harddisk and Floppydisk with differences.
  - 4 Explain characteristics of Computer.
  - 5 Explain Window screen in detail.
- Q-2 Give the answer of the any TEN questions.** 20
- 1 Write a note on Desktop
  - 2 Give the different between Primary Memory and Secondary Memory.
  - 3 Give the short-cut key of following:  
A) Find                      B) Replace
  - 4 Explain File and Rules of Filename.
  - 5 Give the short-cut key of following :-  
A) Spelling & Grammar      B) Thesaurus
  - 6 Give the extension of the following :-  
A) Notepad      B) MS-Word      C) WordPad      D) MS-Excel
  - 7 Explain Types of Editor.
  - 8 Explain Hyperlink.
  - 9 Explain Clip-Art.
  - 10 Explain Cover page.
  - 11 What is Indent and Spacing?
  - 12 What is SmartArt?
- Q-3 Give the answer of the any TWO questions.** 20
- 1 Explain Macro, Find and Replace facility.
  - 2 Explain Mail-Merge facility Step-by-Step.
  - 3 Explain Font Dialog-box with its all options.
- Q-4 Give the answer of the any TWO questions.** 20
- 1 Explain Pivot-table and Pivot-chart.
  - 2 Explain Goal-Seek and Scenario Manager in Detail.
  - 3 Explain following function with syntax and example.
    1. ABS ()                      6. LEFT ()
    2. MIN ()                      7. TIME ()
    3. COUNT ()                      8. CONCATENATE ()
    4. SUM ()                      9. FACT ()
    5. AVERAGE ()                      10. SQRT ()
- Q-5 Give the answer of the any FOUR questions.** 20
- 1 Explain various layout of PowerPoint.
  - 2 How to insert Picture and Sound in slide?
  - 3 How to insert link in slide?
  - 4 What is PowerPoint and give it applications.
  - 5 Write a short note on Custom animation.