

Roll No.
Printed Pages : 3

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BCA / D-13

WINDOWS AND PC SOFTWARE

Paper-BCA-112

Time allowed : 3 hours]

[Maximum marks : 80

Note : Question number 1 is compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each unit.

1. Select right choice :

- (i) While working with MS- Windows which command transfers a specific file from one disk to another ?
(A) Copy (B) Diskcopy
(C) Time (D) Rename
- (ii) Which command divides the surface of the blank disk into sectors and assign a unique address to each one
(A) Ver (B) Format
(C) Fat (D) Chkdsk
- (iii) CD-ROM is a
(A) Semiconductor memory
(B) Memory register
(C) Magnetic memory
(D) None of above
- (iv) A floppy disk contains
(A) Circular tracks only
(B) Sectors only
(C) Both circular tracks and sectors
(D) All of the above

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P.T.O.

(2)

- (v) Which of the following is not a valid Zoom percentage in Excel ?
(A) 10 (B) 100
(C) 300 (D) 500
- (vi) What is entered by the function = today ()
(A) The date value for the day according to system clock
(B) The Time value according to system clock
(C) Today's date as Text format
(D) All of above
- (vii) Merge cells option can be applied from
(A) Format Cells dialog box Alignment Tab
(B) Formatting toolbar
(C) Both of above
(D) None of the above
- (viii) The name of box on the left of formula bar
(A) shows the name of workbook currently working on
(B) shows the name of worksheet currently working on
(C) shows the name of cell or range currently working on
(D) none of the above

8×2

Unit-I

2. Give a brief introduction to Windows operating systems. What are hardware requirements of windows XP operating system ?

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(3)

3. Explain following :

- (i) CD (ii) Pen drive
(iii) Media players (iv) Word Pad 4×4

Unit-II

4. Explain following with concern to window operating system :

- (i) Disk Defragmentation
(ii) Web browser
(iii) Drive Space
(iv) Character Map. 4×4

5. What is control panel ? Explain various steps to add new hardware. 16

Unit-III

6. What is Spreadsheet ? Explain various applications of any spreadsheet software. 16

7. Explain various methods of inserting, deleting and hiding a rows and columns from a worksheet by giving suitable example. 16

Unit-IV

8. How are charts useful in MS-Excel ? Describe various steps to create a chart. 16

9. Explain various steps to create a pivot table and pivot chart with suitable example. 16