

BCA-03
Basic of OS and PC Software
 Bachelor of Computer Application (BCA-
 11/16/17)
 First Semester, Examination 2019

Time : 3 Hours**Max. Marks : 80**

Note : This Paper is of Eighty (80) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein.

Section- A**(Long-Answer-type questions)**

Note : Section 'A' Contains Five (05) Long-Answer type questions of Fifteen (15) marks each. Learners are required to answer any three (03) questions only.

(3 x 15 =45)

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P. T. O.

1. Write formulas for the operations (i) and (v) based on the spreadsheet given below along with the relevant cell address :

	A	B	C	D	E	F	G
1	SNo.	Name	Science	Maths	Computers	Total	Average
2	1	Sandeep	90	80	87	--	--
3	2	Mukesh	70	78	89	--	--
4	3	Pramod	90	90	98	--	--
5	4	Nitin	60	76	79	--	--
6	5	Harsh	50	45	67	--	--
7	Max				--		
8	Total		--				

- To calculate the Total Marks as sum of Science Maths & Computers for each student and display them in Column F.
- To calculate the average marks for each student and display them in Column G.
- To calculate the highest marks in Computers and display it in cell E7.
- To calculate the total number of students appearing for the Science test and display it in cell C8.

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(3)

- e) Add one column more i.e. "**Grade**" and in this column put a conditional statements with find the grade according to the following conditions :-
- (i) if total less than 200 then grade "C".
 - (ii) if total less than 250 then grade "B".
 - (iii) if total less than 300 then grade "A".
2. What are the uses of permissions of a file? Describe the file level permissions and securities method used in UNIX with examples.
3. Create a list of 10 best friends. Create a Thank You letter. Use Mail Merge feature of MS- Word to create a Thank You letter for each of your friends from the above two files.
4. Dr. Kiloskar is a trainee editor working with BBB publishers. He is currently working on a book related to Computer Hardware. Read the following paragraph carefully and help Dr. Kiloskar in his job by answering the question that follow :

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(4)

The term Computer hw refers to the physical computers of a computer, namely keyboard, Monitor, Mouse and Printer, including the digital circuitry. Computer hw is an integral part embedded in all modern day automobiles, microwave ovens, electrocardiograph machines, compact disc players, and other devices. The hw of a computer is not changed frequently, in contrast with software and data. The present computers are much advanced in terms of processing speed and have an efficient memory structure. The present lesson aims at providing an insight into the various hw concepts of a Computer System.

- i) All the occurrences of the word "hw" need to be substituted by the word "hardware". Name the feature to be used for achieving the same.
- ii) The editor needs to create a list of errors at the end of the paragraph. Name the feature to be used for achieving the same.

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(5)

- iii) To simplify editing selected words, suggest the mouse shortcut for selecting a complete word.
 - iv) The word formatting of the words "Computer hw" in the first line needs to be copied on certain other words in the paragraph. Name the feature to be used for achieving the same.
 - v) Dr. Kiloskar as an editor want to add a comment on the last line of the above has given paragraph. Write the steps to create a comment.
5. What is LINUX file system? Briefly explain the structure of LINUX file structure.

Section - B

(Short-Answer-Type questions)

Note : Section 'B' contains eight (08) Short-answer type questions of Seven (07) marks each.

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(6)

Learners are required to answer any Five (05) questions only.

(5x7=35)

1. What do you mean by Office Automation? Explain the need of Office Automation with your own example? Are there any other software which are similar to Microsoft Office suit if yes give the name of list?
2. Differentiate between relative and absolute cell referencing techniques with the help of sample data.
3. What are the different types of charts available in Excel? Explain each with neat diagram.
4. Differentiate between the following terms in Office Automation -
 - (i) Format and Format Printer
 - (ii) Slide sorter and Slide Show Option
 - (iii) Super Script and Sub Script

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(7)

- (iv) Toggle case and sentence case in formatting text
- (v) Replace and Replace all

5. Write similar commands of DOS with the following commands of UNIX in the table below.

UNIX COMMNDNS	WRITE DOS COMMANDS AND ITS USE
cat	
mkdir	
ls	
rm	
vi	

- 6. What is Power Point Presentation? Explain some real world use cases of Presentations?
- 7. Explain the following commands with example -
 - (i) pwd (ii) chmod (iii) mv
 - (iv) echo (v) who

(8)

- 8. What is the role of views in PowerPoint? How many views of a slide PowerPoint provided? Write three functions that can be performed in slide Sorter view of a presentation.