Total No. of Questions : 8] | Total No. of Printed Pages : 4

Paper Code : 21305

F-405

B.C.A. (First Semester) Examination, 2021

(New Course)

Paper BCA-105-N

PERSONAL COMPUTER SOFTWARE

Time : Three Hours]   *[Maximum Marks : 70*

Note : Attempt any **five** questions. **All** questions carry equal marks.

1. (a) What is operating system? Give some examples of modern operating systems. 4

    (b) What do you mean by booting an operating system? What are different ways of booting? 5

    (c) What is rebooting? Differentiate between cold and warm reboot. 5

(1)   **P.T.O.**

2. (a) What is the difference between internal and external commands? Give examples of such commands in DOS. 4

    (b) What is the role of file system? Explain the characteristics of file allocation table (FAT) system. 5

    (c) Write five DOS commands with syntax for disk management. 5

3. (a) Write the methods to create, rename, delete, and move in Windows. 4

    (b) Explain how following operations are performed in Windows : 10

         (i)   Change icon

         (ii) Print document

         (iii) Disk format

         (iv) Short file listing

         (v)   Show hidden files in a directory

4. (a) How does "help" feature of Windows useful? Explain. 5

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(b) How do you create partitions of a disk in Windows with disk manager? 5

(c) How do you identify and change item properties in Windows? 4

5. (a) What is word processing? Give examples of modern word processing software. 4

(b) Pick up a word processor of your choice and explain how following operations are performed in a text document. 10

(i) Insert a picture

(ii) Add header and footer

(iii) Adjust margin

(iv) Setting up multiple columns

(v) Find and replace text

6. (a) What is the utility of a spreadsheet package? Which spreadsheet package/packages is/are used in Windows? 4

(b) Explain how following tasks are performed in your spreadsheet package : 10

(i) Sorting data elements.

(ii) Sum of elements

(iii) Search a record

(iv) Draw a graph

(v) Add legends

7. (a) What is computer virus? How does it affect the computer system? How do you protect your computer system against viruses? https://www.mjpruonline.com 7

(b) What is power point presentation? How is it useful in teaching, learning, and business. Explain how a power point presentation is created. 7

8. Write short notes on any **two** of the following : 7 each

(a) Office automation

(b) Macros in spreadsheet package

(c) Communication over Internet

(d) File management in Windows