

Total No. of Questions : 8] [Total No. of Printed Pages : 3

**Paper Code : 21305**

**F-405**

**B.C.A. (First Semester) Examination, 2018  
(New Course)**

**Paper-BCA-105-N**

**PERSONAL COMPUTER SOFTWARE**

Time : 3 Hours ] [ Maximum Marks : 70

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

1. (a) Explain the booting sequence with reference of booting from floppy and HDD.  
(b) Describe AUTOEXEC.BAT in detail.
2. (a) Describe various file management command with an example.  
(b) Define the following terms :
  - (i) Disk storage capacity
  - (ii) Boot record and Master boot record
  - (iii) File Allocation Time (FAT).

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Turn Over

3. (a) Explain the following terms with respect to windows environment :
  - (i) Use of CTRL key and Alt key
  - (ii) Copy, move and delete of file
  - (iii) Use of help feature with example.
- (b) Draw a layout of MS-Excel. Also explain main components.
4. (a) What do you understand by disk management ? Explain with two command with an example.  
(b) What is the need of document enhancement ? Explain with an attributes.
5. (a) Explain the process to apply any mathematical formula in excel and calculate their value.  
(b) Describe the need of outlook mailing package.  
(c) Describe type and edit text in word document.
6. (a) What do you understand by the database management ? Explain it with an example.  
(b) Explain the process of adding, deleting and filtering records in data speed with appropriate example.

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7. (a) Explain the process of representing tabular data in graphical format.
- (b) Differentiate between Record macros and Running macros.
8. Write short notes on any *four* of the following :
- (i) Function-Wizard
  - (ii) Need of backup in computer system
  - (iii) Office automation
  - (iv) Harvard Graphic
  - (v) Chart Wizard.

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