

**[Total No. of Questions - 9]
(2123)**

[Total No. of Printed Pages - 2]

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MCA 1st Semester Examination

PC-Packages (O.S.)

MCA-104

Time : 3 Hours

Max. Marks : 60

The candidates shall limit their answers precisely within the answer-book (40 pages) issued to them and no supplementary/continuation sheet will be issued.

Note : Attempt five questions in all, selecting one question from each section A, B, C and D. Section E (Question 9) is compulsory.

SECTION - A

1. (a) List & Explain five characteristics of computers. **(4)**
(b) With the help of neat block-diagram, discuss various components of a computer. **(4)**
(c) What is primary and secondary memory? Explain in brief differences among RAM, ROM, EPROM. **(2+2=4)**
2. (a) Differentiate between internal and external DOS commands. **(2)**
(b) Explain CHKDSK, FDISK, MD, ECHO and TREE commands in DOS. **(2×5=10)**

SECTION - B

3. (a) Define Windows-XP. Discuss features and uses of Windows-XP. **(6)**
(b) Write note on customizing the office environment and managing files in Office-2003. **(6)**

1499/20

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4. (a) What is word processing? Discuss menus in word 2003. (6)
- (b) Explain reusable formatting with styles and templates. (6)

SECTION - C

5. (a) What is spread sheet? Discuss tool bars in MS-Excel-2003. (6)
- (b) Discuss in detail about creating an Excel Database. (6)
6. (a) Explain with example Data-Sort and Data-Filter operations. (6)
- (b) In sheet 1 of MS-Excel 2003 work book, Roll No, Name and e-mail of 7000 students are stored in column A, B, C respectively. In sheet 2, we have Roll No of 1500 students who are selected for some activity (in column A). What steps & procedure you will apply to extract name and e-mail of 1500 students listed in sheet 2. These 1500 students are among 7000 students listed in sheet 1. (6)

SECTION - D

7. What is presentation? Explain in detail power point menu and tool bars. (12)
8. What is virus? What features of a virus makes it different from a normal computer program? List types of viruses. (12)

SECTION - E

9. Write technical note on:
- (a) Wildcard characters in DOS.
- (b) Thesaurus in MS-Word 2003.
- (c) Pivot tables in MS-Excel-2003.
- (d) Animations. (3×4=12)