'समानो मन्त्रः समितिः समानी'

UNIVERSITY OF NORTH BENGAL

BCA Sec 1st Semester Examination, 2023

UBCASEC11001-BACHELOR OF COMPUTER APPLICATION

SYSTEM TOOLS & PERIPHERAL AND OFFICE AUTOMATION

Time Allotted: 2 Hours   Full Marks: 40

The figures in the margin indicate full marks.

GROUP-A

1. Answer any *five* questions from the following: 1×5 = 5

    (a) What is Hot-key?
    (b) What is worksheet?
    (c) What is the file extension for MS-Word?
    (d) What is Mail Merge?
    (e) What is the full form of OCR?
    (f) What is Spell Check?
    (g) What is Control Unit?
    (h) What do you mean by 'transition' in MS-PowerPoint?

GROUP-B

2. Answer any *three* questions from the following: 5×3 = 15

    (a) What is language translator? Explain various language translator with example.
    (b) How to create Bar diagram in MS-Excel? Explain with example.
    (c) Explain various views used in MS-PowerPoint.
    (d) What is a printer? What are the different types of printer? Explain.
    (e) Explain master slide and write steps to create slide master in PowerPoint.

GROUP-C

3. Answer any *two* questions from the following: 10×2 = 20

    (a) What is generation of computer? Explain various generation of computer with their advantages and limitations.
    (b) (i) Explain conditional formatting in MS-Excel.   5+5
        (ii) Explain various types of pivot charts and their usages briefly.
    (c) (i) What is MS-Office? Explain its characteristics.   5+5
        (ii) Explain the spell-check features of MS-Word.
    (d) Write short notes on: (any *two*)   5+5
        (i)   MICR
        (ii) Procedure to create a Simple Macro
        (iii) Data visualization Methods in MS-Excel.

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