

Roll No. ....

## PGDCA-103

### P. G. D. C. A. EXAMINATION, 2017

Paper Third

P. C. SOFTWARE

*Time : Three Hours ]*

*[ Maximum Marks : 100*

**Note :** Attempt questions from all Sections as directed.

**Inst :** The candidates are required to answer only in serial order. If there are many parts of a question, answer them in continuation.

#### Section—A

#### (Short Answer Type Questions)

**Note :** Attempt all questions from this Section. Each question carries 4 marks.

- 1- (A) What is clipboard ? Explain..
- (B) What is meant by indent ?
- (C) How can you add spaces before and after a paragraph ?
- (D) Can a Excel spreadsheet be added to a word document ? If yes, what is one process ?
- (E) List at least four categories of formula that are predefined in Excel.

- (F) How can data be imported in an Excel file from a text file write steps ?
- (G) How is wrap text facility useful in MS Excel ? Explain.
- (H) What are the different options available for starting a slide show ?
- (I) List at least *four* transition styles available in power point.
- (J) What is a database ? Explain.

### Section—B

#### (Long Answer Type Questions)

Note : Attempt any *two* questions. Each question carries 15 marks.

2. What is meant by the term formatting a document ? What are the various things you would like to specify as part of formatting in word ?
3. What is a filter in Excel ? Explain with an example.
4. What is a wizard ? Explain giving an elaborate example.
5. Mention and write about all the options present under font tab in word.

### Section—C

#### (Long Answer Type Questions)

Note : Attempt any *two* questions. Each question carries 15 marks.

6. There is an option "Record Slide Show" in PowerPoint. What is its utility ? What all things can be recorded ? Explain giving example.

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7. What do you understand by the term template ? How are they useful ? Explain.
8. Define the following terms :
  - (i) Key
  - (ii) Query
  - (iii) SQL
  - (iv) Relationship between tables
9. What is a design view in Access ? What is the syntax of a SQL DDL Statement ?