[24-HKPD1SN-24J (M2)]

MA 1st Semester (NEP) Exam. 2024 (S2)

(*PC Software*)

[PGCA, S1-04]

Full Marks : 70

Time : 3 hours

The figures in the right-hand margin indicate marks.

1. Answer any *four* from the following questions : $5 \times 4 = 20$

   (*a*) Give the definition of operating system. Explain why is it necessary to use operating system for a computer. 1+4 = 5

   (*b*) Briefly describe the different detection mechanism use by antivirus software.

   (*c*) What is meant by 'base' and 'radix' of a number system ? Convert the following to its decimal equivalent 2+1.5+1.5 = 5

   (*i*) $(45)_8$

   (*ii*) $(1111.11)_2$

   (*d*) What are document templates in Libre Office Writer ? Explain the process of creating a new paragraph style in Libre Office Writer. 1+4 = 5

   (*e*) What is Calc ? Describe some key features of Libre Office Calc as a spreadsheet program. 1+4 = 5

   (*f*) Explain how to apply data validation to a sell or range of cells in Libre Office Calc. Also provide an example of how data validation can be used to ensure accurate data entry. 3+2 = 5

2. Answer any *five* from the following questions : $10 \times 5 = 50$

(*a*) Differentiate between computer virus and worms. Why is deception needed for malware ? Explain various deception strategy used by malwares. 2+2+6 = 10

(*b*) Explain the purpose of the following commands. Also state whether they are internal or external commands. TYPE, PROMPT, DISKCOPY, MEM, FORMAT. $2 \times 5 = 10$

(*c*) Differentiate between identity fraud and identity theft. Describe the different types of identity theft. 2+8 = 10

(*d*) What is the purpose of the styles and formatting feature in Libre Office Writer ? Explain how can you do the following : 2+4+4 = 10

(*i*) Adjust the spacing between lines or paragraphs in a Writer document.

(*ii*) Indent text to the left or right in a Writer document.

(*e*) Explain the process of adding an image to a Libre Office Writer document. Also explain how the image can be resized in Libre Office Writer. 5+5 = 10

(*f*) How can you create custom functions in Libre Office Calc using Basic programming language ? What are some of the limitations of using built-in functions and formulas in Libre Office Cals from complex calculations ? When might it be necessary to create custom functions or formulas to perform more complex calculations. 3+5+2 = 10

(*g*) Give the benefits of presentation software. What options are available for applying slide transitions in Impress ? Also explain the steps to apply an animation affect in Impress. 1+4+5 = 10

(*h*) What are querries in Libre Office Base and how does it help to extract specific information from a database ? What are the basic steps involved in creating a query using Query Design View ? Also list the tools and options available in this view. 5+5 = 10