

Some Important Questions with Answer in PC Package BCA Semester - I

Q. Write Short Notes on following:-

(1) Device Manager (2) OLE (3) Menu Bar and Tool Bar (4) List Box and Combo Box (5) Use of Table in Word (6) Use of Hyperlink in Word.

Ans:- (1) Device Manager was introduced with Windows 95 and later added to Windows 2000. In NT-based versions, it is included as a Microsoft Management Console snap-in.

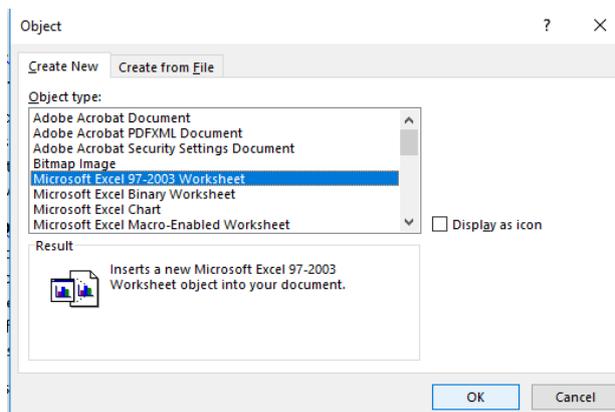
Device Manager is a Control Panel applet in Microsoft Windows operating systems. It allows users to view and control the hardware attached to the computer. When a piece of hardware is not working, the offending hardware is highlighted for the user to deal with. The list of hardware can be sorted by various criteria.

(2) OLE :- Object Linking & Embedding (OLE) is a proprietary technology developed by Microsoft that allows embedding and linking to documents and other objects. For developers, it brought OLE Control Extension (OCX), a way to develop and use custom user interface elements. On a technical level, an OLE object is any object that implements the IOleObject interface, possibly along with a wide range of other interfaces, depending on the object's needs.

Steps for doing OLE to Word document:-

Click on Insert Tab.

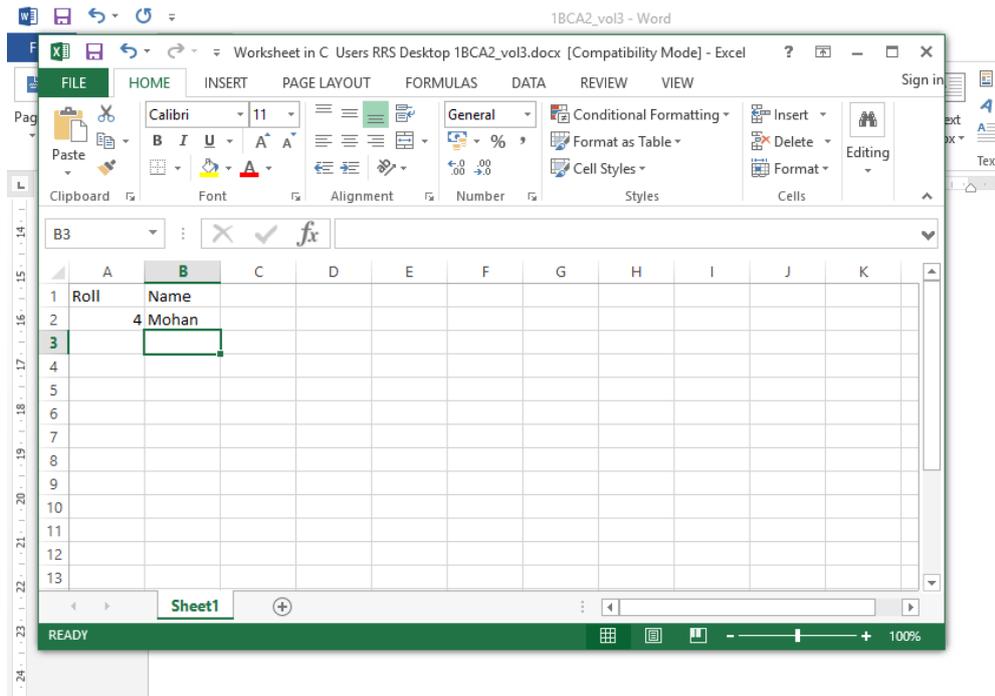
Goto Text Section and Click On Object. Following window will appear:-



Now You can insert any new type object or created earlier as a file(Create from File).

Select the Required type and Click OK.

Suppose we have to insert Excel Worksheet, then it looks like:



Perform your Works and click anywhere outside the OLE Object(Excel Worksheet). It looks as normal Table. Whenever you have to change any data then just double click on the object. This is OLE.

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(3) Menu Bar and Tool Bar:- A menu bar is a graphical control element which contains drop-down menus. The menu bar's purpose is to supply a common housing for window- or application-specific menus which provide access to such functions as opening files, interacting with an application, or displaying help documentation or manuals. Menu bars are typically present in graphical user interfaces that display documents and representations of files in windows and windowing systems but menus can be used as well in command line interface programs like text editors or file managers where drop-down menu is activated with a shortcut or combination key.

In computer interface design, a toolbar (originally known as ribbon) is a graphical control element on which on-screen buttons, icons, menus, or other input or output elements are placed.

Toolbars are seen in many types of software such as office suites, graphics editors and web browsers. Toolbars are usually distinguished from palettes by their integration into the edges of the screen or larger windows, which results in wasted space if too many underpopulated bars are stacked atop each other (especially horizontal bars on a landscape oriented display) or interface inefficiency if overloaded bars are placed on small windows.

Picture of Menu Bar:-



Picture of a Tool Bar:-

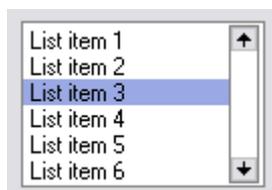
By:- Raju Ranjan Sinha, BCA Department of Shersha College, Sasaram.



(4) List Box and Combo Box:- A list box is a graphical control element that allows the user to select one or more items from a list contained within a static, multiple line text box.

The user clicks inside the box on an item to select it, sometimes in combination with the Shift or Ctrl in order to make multiple selections. "Control-clicking" an item that has already been selected, unselects it.

A list box is called select or select1 in the XForms standard. Select is used for allowing the user to select many items from a list whereas select1 only allows the user to select a single item from a list. Picture of a List Box:-



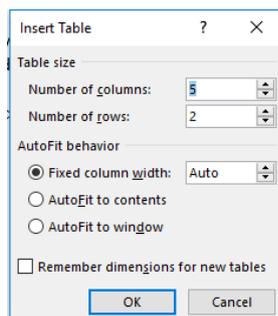
A combo box is a commonly used graphical user interface widget (or control). Traditionally, it is a combination of a drop-down list or list box and a single-line editable textbox, allowing the user to either type a value directly or select a value from the list. The term "combo box" is sometimes used to mean "drop-down list".

It looks like:-



(5) Uses of Table in Word:- A table is a grid of cells arranged in rows and columns. Tables are useful for various tasks such as presenting text information and numerical data. In Word, you can create a blank table, convert text to a table, and apply a variety of styles and formats to existing tables.

Steps:- Click on Insert Tab >> Click on Drop Down button of Table >> Click on Insert Table >> The following dialog box will appear:-

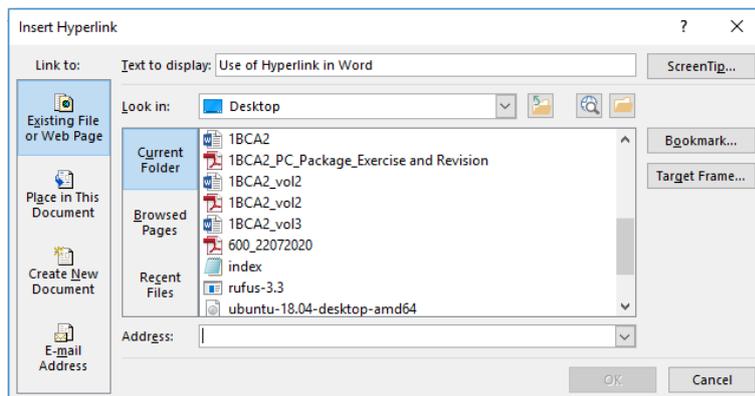


Specify Number of Columns and Rows then Click OK Button. Table will be drawn as per your requirements.

(6) Use of Hyperlink in Word:- A hyperlink in a Microsoft Word document enables readers to jump from the link to a different place in the document, to a different file or website, or to a new email message. In Word documents, hyperlink text is a different color than other text and is underlined.

Step:-

Select the Text on which Hyper-link has to be established >> Click On Insert Tab >> Click on Links Drop Down Tool >> Click On Hyper Link Command. Following Dialog Box will appear:-



Select the Target Document or File to be linked with the selected Text. Click OK button to complete the task. This feature is known as Hyper-Link. Short-cut is Ctrl+K.