

97662

B.C.A. 1st Semester (Full & Re-appear) Examination,

November-2023

PC SOFTWARE

Paper-BCA-102

Time allowed : 3 hours] [Maximum marks : 80

Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard, will be entertained after the examination.

Note: Attempt five questions. Question No: 1 is compulsory, selecting one question from each unit.

1. (a) What are the components of windows ?
- (b) What are the different type of icons ?
- (c) What is Auto-text ?
- (d) What is the use of Print-Preview in MS-Word ?
- (e) How would you use AutoSum ?
- (f) How many row and column in one excel sheet ?

- (g) What is slide show ?
- (h) How to do layering objects in PowerPoint ?

Unit-I

- 2. (a) What is Operating System ? Explain the various functions of operating system.
 - (b) What is windows explorer ? What are the features and facilities available in it ?
3. Describe various option available under window accessories briefly.

Unit-II

4. (a) What do you understand by mail merge ? Explain with example.
- (b) Explain :
- (i) Text formatting
 - (ii) Paragraph formatting

5. Explain :

- (i) Bookmark
- (ii) Styles
- (iii) Template
- (iv) Header & Footer

Unit-III

6. Explain :

- (i) Goal Seek
- (ii) Pivot Table
- (iii) Macros
- (iv) Cell, Cell address and Cell referencing.

7. (a) Describe the syntax, use and purpose of four built-in functions used in MS-Excel with examples.

(b) What is meant by chart ? What are the utilities of chart ? How many type of charts can be drawn in MS-Excel ?

Unit-IV

8. (a) Describe the procedure of adding Excel chart to the slide.
- (b) What for MS-PowerPoint is meant ? Describe all the major capability of MS-PowerPoint.
9. (a) What are the different types of slide layout available in MS-PowerPoint ? Explain
- (b) How to add animation to the slide ? Explain.