

Roll No.

97662

**B.C.A. 1st Semester (New Scheme)
w.e.f. 2012 Examination-
December, 2012**

**Computer and Programming
Fundamentals**

Paper BCA-102

Time : 3 hours

Max. 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, selecting at least **one** question from each Unit. **Question No. 1 is compulsory.**

1. (a) What is operating system ?
- (b) What are icons ? Name different type of icons.
- (c) What is the use of Print-Preview in MS-Word ?
- (d) What is bookmark ?

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[Turn Over

- (e) What is a cell ? How many rows and columns are there in one excel sheet ?
- (f) What is a database ?
- (g) What is the use of Power Point ?
- (h) What is in-built sound effect ?

UNIT - I

- 2. (a) What are the different elements of a window ? Explain.
- (b) Describe the facilities provided by windows explorer.
- 3. (a) Describe how can you add and remove hardware and software in windows environment.
- (b) What is a control panel ? What are the different options available in it ?

UNIT - II

- 4. (a) What is macro ? How the same is defined and run in MS-Word ? Illustrate the same.

- (b) What do you mean by document templates ? How are they useful and how are they created ? Explain.
5. Explain the following in MS-Word : Mail Merge, Page Formatting, Header and Footer, Spelling and Grammar tool.

UNIT - III

6. (a) What is meant by chart ? What are the utilities of chart ? Explain how many type of charts can be drawn in MS-Excel.
- (b) Describe the syntax, use and purpose of ten built-in functions used in MS-Excel with examples.
7. (a) What is MS-Excel used for ? Enumerate the salient features of MS-Excel and elaborate each of these briefly .
- (b) Explain :
- (i) Conditional formatting
 - (ii) Sorting
 - (iii) Filtering
 - (iv) Validation

UNIT - IV

8. What are the different types of slide layout available in MS-Power Point ? What do you understand by slide transition ? Discuss the procedure of creating a hyperlink from one slide to another slide in a presentation.
9. Describe the following :
- (a) Slide show
 - (b) Animation
 - (c) Customization tool
 - (d) Background appearance.
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