

Roll No.

97662

**B.C.A. 1st Semester (New)
Examination–November, 2014**

PC SOFTWARE

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 ? $8 \times 2 = 16$
- (b) How do you use spell check in MS-Word ?
- (c) Name the different toolbars available in MS-Word.
- (d) What is the difference between slide view and slide sorter view ?

- (e) What is slide transition ?
- (f) Differentiate between a worksheet and a workbook.
- (g) What is a cell ? How can you resize a cell ?
- (h) What is a database ?

UNIT - I

- 2. (a) What is a window ? Explain the basic components of windows. 8
- (b) Discuss the various operations which can be performed with icons. 8
- 3. (a) Discuss the window accessories. What are the options available in it ? 8
- (b) What is a control panel ? Discuss the role of control panel. 8

UNIT - II

- 4. (a) What are the features of good word processor ? Also explain the formatting options available in MS-Word. 8

- (b) What is Header and Footer ? How do you insert it in your file in MS-Word ? Also explain the importance of Header and Footer. 8
5. (a) What is a bookmark ? How do you insert it in the document ? 6
- (b) What are page breaks ? How do you apply them in MS-Word ? 5
- (c) What is Macro ? How the same is defined and run in MS-Word ? Explain. 5

UNIT - III

6. (a) What is MS-Excel used for ? Also explain the features of MS-Excel. 8
- (b) What do you mean by Chart ? What are the utilities of a chart ? Explain how many type of charts can be drawn in MS-Excel. 8
7. (a) What is a spreadsheet ? What are the features of spreadsheet ? Explain. 8
- (b) What are the various formulations you can apply in MS-Excel ? Explain. 8

UNIT - IV

8. (a) What is MS-Powerpoint used for ? What are different ways of creating a presentation ? Explain. 8
- (b) What are the various formatting options available in MS-Powerpoint ? Explain. 8
9. Explain the following :
- (a) Placeholders 4
- (b) Animation 4
- (c) Inserting Charts 4
- (d) Slide show 4
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