

UNI

8. What are the different types of slide layout available in MS-PowerPoint ? What do you understand by slide transition ? Discuss the procedure of creating a hyperlink from one slide to another slide in a presentation.
9. (a) Describe the process of adding an audio clip to the slide.
- (b) Describe the various types of backgrounds which you can have in your presentation.

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Roll No.

97662

BCA 1st Semester (New)
Examination – November, 2017

PC SOFTWARE

Paper : BCA-102

Time : Three 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 examination.

Note : Attempt *five* question in all, select *one* question from each Unit. Q. No. 1 is *compulsory*. All questions carry equal marks.

1. (a) What is operating system ?
- (b) How to create short cut ?
- (c) What is Mail Merge ?
- (d) What is template ?

- (e) What is cell and cell address ?
- (f) What is the process of creating spreadsheets ?
- (g) What is the use of F5 key ?
- (h) What is slide show ?

UNIT - II

- 2. Describe various options available under window menu.
- 3. (a) Explain how can you add and remove hardware and software in windows environment ?
- (b) What is windows explorer ? What are the features and facilities available in it ?

UNIT - III

- 4. (a) What is an alignment ? Describe the various alignment supported in MS-Word.
- (b) What is macro ? How same is defined and run in MS-Word ? Illustrate same.

- 5. Explain the following in MS-Word :
 - (a) Finding and replacing text
 - (b) Bookmark
 - (c) Header & footer
 - (d) Autocorrect

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) Explain the following :
 - (i) Pivot table, and
 - (ii) Goal Seek
- 7. (a) Describe the syntax, use and purpose of eight built-in function used in MS-Excel with examples.
- (b) Explain :
 - (i) Sorting
 - (ii) Filtering
 - (iii) Validation