

Roll No.

97662

**BCA 1st Semester (New)
Examination – November, 2018**

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* questions. Question No. **1** is *compulsory*. Attempt other *four* questions, selecting *one* question from each Unit. All questions carry equal marks.

1. Explain the following in detail :

- (a) Template in MS-word
- (b) Finding and replacement text in MS-word
- (c) Database management using Excel
- (d) Word art in MS-PowerPoint
- (e) Difference between slide view and slide sorter view
- (f) In-build sound effect in PowerPoint
- (g) Coping and moving file and folders
- (h) Taskbar

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UNIT - I

2. (a) What is Operating system ? Explain the functions of Operating system in detail.
 - (b) What do you mean by windows ? Explain the basic components of windows in detail.
3. Explain the following in detail :
 - (a) Control panel
 - (b) Window accessories

UNIT - II

4. (a) What do you mean by Word Processing ? What are the advantages of Word Processing ? Also explain how to create and save documents.
 - (b) Explain the concept of mail merge and macro in detail. <http://haryanapapers.com>
5. Explain the following in MS-Word in detail :
 - (a) Linking and embedding object
 - (b) Document Dictionary and Page formatting

UNIT - III

6. (a) What is MS-Excel ? What are the features of MS-Excel. Also explain the concept of cell Referencing, Range and how to manage and organize data in MS-Excel.
- (b) What is worksheet ? Explain the various operations you can perform on your worksheet in detail.

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7. (a) What is Spreadsheet ? Explain the features of spreadsheet in detail.
- (b) Explain the following in detail :
 - (i) Header and footer
 - (ii) Formulas and functions

UNIT - IV

8. (a) What is PowerPoint ? What is the various application of the PowerPoint ? Explain.
 - (b) What are the various formatting options available in MS-PowerPoint ? Explain in detail.
9. Explain the following in MS-PowerPoint in detail :
 - (a) Animations and sounds
 - (b) Manipulating & Enhancing

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