

Roll No.

97662

**BCA 1st Semester (New)
Examination – November, 2019**

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 in all, selecting *one* question from each Unit. Question No. 1 is *compulsory*. All questions carry equal marks.

1. Explain the following :

16

- (a) Taskbar
- (b) Document Dictionary
- (c) Moving and Copying Data in Excel
- (d) Word Art

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UNIT – I

2. Define Operating System. Explain its functions. Also explain in detail about MS-Windows. 16
3. Define Control Panel and explain the following : 16
- (a) Adding and Removing Software and Hardware.
 - (b) Screen saver and appearance.

UNIT – II

4. Define MS-Word and explain the following : 16
- (a) Drop Cap
 - (b) Book-mark
 - (c) Previewing and Printing document
5. Explain in detail about advance features of MS-Word. 16

UNIT – III

6. Define MS-Excel and explain the following : 16
- (a) Header and Footer

- (b) Cell referencing
- (c) Macros

7. Describe the following using MS-Excel : 16
- (a) Pivot table & Pivot chart
 - (b) Linking and Consolidation

UNIT – IV

8. Define MS-Power Point and explain the following : 16
- (a) Manipulating & enhancing slides
 - (b) Word Art
9. Explain the following using MS-PowerPoint : 16
- (a) In-Built sound effect
 - (b) Animations and Sounds