Roll No. : .....

Total No. of Questions : **9**] [Total No. of Pages : **3**

97662

B.C.A. 1st Semester (New) (Full & Reappear) Examination, March-2021

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* from each Unit. Question No. **1** is compulsory.

1. Explain the following :

   (i) Control panel

   (ii) Header and Footer

   (iii) Filtering

   (iv) Word Art 16

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Unit–I 16 each

2. Define MS-Windows. Explain basic components of Windows in detail. Also explain about Icons and its types.

3. Define control panel and explain the following :

   (i) Setting date and time

   (ii) Screen saver and appearance

Unit–II 16 each

4. Explain the following using MS-Word :

   (i) Word processing interface

   (ii) Format painter

   (iii) Document dictionary

5. Describe the following features of MS-Word :

   (i) Mail merge

   (ii) Macros

   (iii) Template

Unit–III 16 each

6. Describe the following using MS-Excel :

   (i) Cell Referencing

   (ii) Moving and copying data in Excel

   (iii) Header and Footer

7. Explain in detail about advance features of MS-Excel.

Unit–IV 16 each

8. Define MS-PowerPoint and explain the following :

   (i) Animations and sounds

   (ii) Organizational charts

9. Describe the following using MS-PowerPoint :

   (i) Inserting recorded sound effect

   (ii) Layering art objects

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