Roll No. .....

97662

BCA 1st Semester Examination – December, 2022

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*.

1. Explain the following : 16

   (a) Window Accessories

   (b) Header and Footer

   (c) Pivot Table and Pivot Chart

   (d) Animations and Sounds

UNIT – I

2. (a) What do you mean by Windows ? Explain the basic components of Windows in detail. 8

   (b) Explain how can you add and remove hardware and software in window environment. 8

3. Define Control Panel in detail. 16

UNIT – II

4. Describe the following features of MS-Word : 16

   (i) Linking and Embedding objects

   (ii) Template

   (iii) Mail-Merge

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5. Explain the following : 16

(i) Format Painter

(ii) File Management

(iii) Page Formatting

UNIT – III

6. What do you mean by chart ? Explain how many types of charts can be drawn in MS-Excel. 16

7. What is Spreadsheet ? Explain the features of Spreadsheet in detail. 16

UNIT – IV

8. (a) What are the different types of Slide Layout available in MS-PowerPoint ? 8

(b) What are the various formatting options available in MS-PowerPoint ? Explain in detail. 8

9. Explain the following : 16

(i) Word Art

(ii) Inserting Recorded Sound Effect

(iii) Layering art object

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