B.C.A. 1st Semester (Full & Re-appear) Examination,

November–2023

PC SOFTWARE

Paper–BCA–102

Time allowed : 3 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 the examination.

Note : *Attempt five questions.* ***Question No: 1 is compulsory****, selecting* ***one*** *question from each unit.*

1. (a) What are the components of windows ?

   (b) What are the different type of icons ?

   (c) What is Auto-text ?

   (d) What is the use of Print-Preview in MS-Word ?

   (e) How would you use AutoSum ?

   (f) How many row and column in one excel sheet ?

   (g) What is slide show ?

   (h) How to do layering objects in PowerPoint ?

Unit–I

2. (a) What is Operating System ? Explain the various functions of operating system.

   (b) What is windows explorer ? What are the features and facilities available in it ?

3. Describe various option available under window accessories briefly.

Unit–II

4. (a) What do you understand by mail merge ? Explain with example.

   (b) Explain :

      (i) Text formatting

      (ii) Paragraph formatting

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5. Explain :

(i) Bookmark

(ii) Styles

(iii) Template

(iv) Header & Footer

Unit–III

6. Explain :

(i) Goal Seek

(ii) Pivot Table

(iii) Macros https://www.mdustudy.com

(iv) Cell, Cell address and Cell referencing.

7. (a) Describe the syntax, use and purpose of four built-in functions used in MS-Excel with examples.

(b) What is meant by chart ? What are the utilities of chart ? How many type of charts can be drawn in MS-Excel ?

Unit–IV

8. (a) Describe the procedure of adding Excel chart to the slide.

(b) What for MS-PowerPoint is meant ? Describe all the major capability of MS-PowerPoint.

9. (a) What are the different types of slide layout available in MS-PowerPoint ? Explain

(b) How to add animation to the slide ? Explain.

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