Roll No. .....

97662

BCA 3 Years 1st Semester (Old Scheme) Examination – December, 2025

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 in detail : $8 \times 2 = 16$

(a) Uses of Title bar.

(b) Finding and replacement text in MS-word.

(c) In-build sound effect in PowerPoint.

(d) Coping and moving file and folders.

(e) Taskbar.

(f) Database management using Excel.

(g) Word art in MS-PowerPoint.

(h) Difference between slide view and slide sorter view.

UNIT – I

2. (a) Define windows. Explain the basic components of windows in detail. 8

(b) What is Operating system ? Explain the functions of Operating system in detail. 8

3. What is Control panel ? Explain the concept of display properties, adding and removing software, screensaver and appearance in detail. https://www.mdustudy.com 16

UNIT – II

4. Explain the following in MS-Word in detail :

(a) Linking and embedding object 8

(b) Document Dictionary and Page formatting 8

5. (a) What do you mean by Word Processing ? What are the advantages of Word Processing ? Also explain how to create and save documents. 8

(b) Explain the concept of mail merge and macro in detail. 8

UNIT – III

6. (a) What is spreadsheet ? Explain the features of spreadsheet in detail. 8

(b) What is worksheet ? Explain the various operations you can perform on your worksheet in detail. 8

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7. (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. 8

(b) Explain the following in detail :

(i) Header and footer through suitable example 4

(ii) Formulas and functions 4

UNIT – IV

8. (a) What is PowerPoint ? What is the various application of the PowerPoint ? Explain. 8

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

9. Explain the following in MS-PowerPoint in detail :

(a) Animations and sounds 8

(b) Manipulating & Enhancing 8

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