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## ID—4037

## B.C.A. EXAMINATION, 2022

(First Semester)

PC SOFTWARE

Code : BCA-102

Time : 3 Hours      *Maximum Marks : 80*

Before answering the question-paper candidates should ensure that they have been supplied to correct and complete question-paper. No complaint, in this regard, will be entertained after the examination.

**Note** : Attempt any *Five* questions. All questions carry equal marks.

### Section A

1. Explain the following in detail :    8×2=16

   (a) What is operating system ?

   (b) How do you use spell check in MS-Word ?

   (c) Name the different toolbars available in MS-Word.

   (d) Database management using Excel.

   (e) Word Art in MS-PowerPoint.

   (f) Differentiate between a worksheet and a work book.

   (g) What is a cell ? How can you resize a cell ?

   (h) What is a database ?

### Section B

### Unit I

2. (a) What is a window ? Explain the basic components of windows.    8

   (b) Discuss the various operations which can be performed with icons.    8

*Or*

3. Explain the following in detail :

   (a)   Control panel      **8**

   (b)   Window accessories.      **8**

## Unit II

4. (a)   What are the features of good word processor ? Also explain the formatting options available in MS-Word.      **8**

   (b)   What is Header and Footer ? How do you insert it in your file in MS-Word ? Also explain the importance of Header and Footer.      **8**

*Or*

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

   (a)   Linking and embedding object      **8**

   (b)   Document Dictionary and Page formatting.      **8**

## Unit III

6. (a)   What is meant by chart ? What are utilities of chart ? Explain how many type of charts can be drawn in MS-Excel.      **8**

   (b)   Explain the following :

      (i)   **Pivot Table**      **4**

      (ii)   **Goal Seek**      **4**

*Or*

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

   (b)   What are the various formulations you can apply in MS-Excel ? Explain.      **8**

## Unit IV

8. What are the different types of slide layout available in MS-PowerPoint ? What do you mean by slide transition ? Discuss the procedure of creating a hyperlink from one slide to another slide in a presentation.      **16**

*Or*

9. Explain the following:

    (a)   Placeholders              4

    (b)   Animation               4

    (c)   Inserting charts        4

    (d)   Slide show.            4