

BCA / D-19

WINDOWS AND PC SOFTWARE

Paper-BCA-112

Time allowed : 3 hours]

[Maximum marks : 80

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

(Compulsory Question)

1. (a) What is difference between Character User Interface and Graphics User Interface ?
- (b) What are different way to run an Window Application ?
- (c) Distinguish Workbook with Worksheet.
- (d) Explain if, count, sum, round functions in Excel 4×4

Unit-I

2. Write notes on following :
 - (a) Recycle bin
 - (b) My Picture and My Music
 - (c) Start Menu and Desktop 16
3. (a) Describe the role of My Computer in Managing Files and Folders on Disk.
- (b) Discuss Sound Recorder and Windows Media Player Entertainment Tools. Write Steps to Use them. 8,8

Unit-II

4. (a) How can you use Scanner, Web Camera and Printer ? Explain.
- (b) Write Steps to Create and Delete Users in Windows. 8,8

5. What are the functions of Control Panel ? Explain steps to
 - (a) Add New Hardware
 - (b) Change Date and Time
 - (c) Change Screen Saver and Wallpaper
 - (d) Change Mouse Settings 16

Unit-III

6. (a) Discuss different data types in MS-Excel.
- (b) Discuss different commands available in Home Tab of MS-Excel. 8,8
7. (a) Write steps to freeze, Hide, Split and Merge Columns.
- (b) How you can format Text and numbers in Excel. 8,8

Unit-IV

8. (a) What do you mean by cell referencing ? Discuss relative and absolute addressing by taking examples.
- (b) Write steps to create column and pie chart by taking suitable example. 8,8
9. What is a purpose of Pivot Table and Pivot Chart in Excel ? Write steps to create Pivot table and Chart by taking example of your choice. 16