Roll No. ....   Total Pages : 02

BCA/M-19   19002
PC SOFTWARE
BCA-102

Time : Three Hours]   [Maximum Marks : 80

Note : Attempt *Five* questions in all, selecting at least *one* question from each Section. All questions carry equal marks.

1. Explain the following :

    (a)   Scroll Bars   (b)   Page Margins

    (c)   Auto-Text   (d)   Header and Footer

    (e)   Macros   (f)   OLE

    (g)   Slide-show in Power-Point

    (h)   Types of Icons.

Section I

2. Explain the various options/features available under control panel.

3. List the various options available at Task-Bar of Windows.

Section II

4. What is use of Mail-Merge ? Explain the step-by-step procedure to use this feature.

5. Explain the following features of Word-Processing Package :
   (a) Bookmarks   (b) Print.

Section III

6. What is the use of different formulas in spreadsheet ? Give an example to explain at least four formulas.

7. Give an example to demonstrate the usage of 'validation' feature in spreadsheet.

Section IV

8. Write down the steps to include an excel chart in your presentation.

9. What is the process of incorporating animations in your presentation ?