

Roll No. ....

Total Pages : 2

**20573**

**BCA/M-23**

**PC SOFTWARE**

**Paper-BCA-102**

Time : 3 Hours]

[Maximum Marks : 80

**Note :** Question number 1 is compulsory. Attempt **five** questions in all, selecting at least **one** question from each unit. All questions carry equal marks.

**Compulsory Question**

1. Explain the following :
  - (a) Desktop.
  - (b) Files and Folder.
  - (c) Shortcut.
  - (d) Copy and Paste.
  - (e) Mathematical Formulae in Spread Sheet.
  - (f) Drawing Toolbar.
  - (g) Slide Transition in PowerPoint.
  - (h) Animation in PowerPoint.

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## UNIT-I

2. Draw and explain the various components of graphical window of windows explorer.
3. Describe the various components/options/features available in windows Accessories.

## UNIT-II

4. What do you understand by Word-Processing? Explain the process of creating and saving a new word document.
5. Explain following features of Word-Processing Package :
  - (a) Hyperlink.
  - (b) Headers and Footers.

## UNIT-III

6. Write the application areas of Spread Sheet. Give an example to illustrate.
7. Explain any *two* types charts in a Spread Sheet. Give an example of your choice.

## UNIT-IV

8. What purpose of inserting timing feature on objects while applying animation in PowerPoint? Write down its advantage.
9. What is the procedure to insert clip art pictures in a Presentation? Explain.