

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)

- What is difference between Character User Interface and Graphics User Interface ?
 - What are different way to run an Window Application ?
 - Distinguish Workbook with Worksheet.
 - Explain if, count, sum, round functions in Excel 4x4

Unit-I

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

Unit-II

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

- What are the functions of Control Panel ? Explain steps to
 - Add New Hardware
 - Change Date and Time
 - Change Screen Saver and Wallpaper
 - Change Mouse Settings

16

Unit-III

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

Unit-IV

- What do you mean by cell referencing ? Discuss relative and absolute addressing by taking examples.
 - Write steps to create column and pie chart by taking suitable example. 8,8
- 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