

Roll No.

Total Pages : 02

GSE/D-22 1162

WINDOWS AND PC SOFTWARE

BCA-112

Time : Three Hours]

[Maximum Marks : 80

Note : Attempt *Five* questions in all, selecting *one* question from each Unit. Q. No. 1 is compulsory. All questions carry equal marks.

1. Compulsory questions : **2×4=8**
- (a) What do you understand by User Interface ?
 - (b) Explain the purpose of ClipArt.
 - (c) What is Spreadsheet ?
 - (d) What do you mean by Consolidating Data ?

Unit I

2. (a) What is an Operating System ? Describe various functions of Operating System. **4**
- (b) Explain the following : **4**
- (i) Recycle Bin
 - (ii) Disk Defragmentation
3. Describe various Entertainment Tools. **8**

Unit II

4. Explain various steps to Scan a disk using Scandisk Tool. **8**
5. How can you install Printer ? Explain various steps to share a Printer on Network or LAN. **8**

Unit III

6. Explain the various features of MS-Execl. **8**
7. (a) Describe different views of Workbook. **4**
- (b) Explain various steps to Freeze specific rows or columns in a worksheet. **4**

Unit IV

8. What is a Macro ? Explain the steps to record and run a Macro. **8**
9. Explain the components of workbook. **8**