Roll No. ....

97662

BCA 1st Semester (New)
Examination – November, 2019

PC SOFTWARE

Paper : BCA-102

Time : Three Hours]   *[Maximum Marks : 80*

Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard, will be entertained after examination.

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

1. Explain the following :   16

   (a) Taskbar

   (b) Document Dictionary

   (c) Moving and Copying Data in Excel

   (d) Word Art

UNIT – I

2. Define Operating System. Explain its functions. Also explain in detail about MS-Windows.   16

3. Define Control Penal and explain the following :   16

   (a) Adding and Removing Software and Hardware.

   (b) Screen saver and appearance.

UNIT – II

4. Define MS-Word and explain the following :   16

   (a) Drop Cap

   (b) Book-mark

   (c) Previewing and Printing document

5. Explain in detail about advance features of MS-Word.   16

UNIT – III

6. Define MS-Excel and explain the following :   16

   (a) Header and Footer

   (b) Cell referencing

   (c) Macros

7. Describe the following using MS-Excel :   16

   (a) Pivot table & Pivot chart

   (b) Linking and Consolidation

UNIT – IV

8. Define MS-Power Point and explain the following :   16

   (a) Manipulating & enhancing slides

   (b) Word Art

9. Explain the following using MS-PowerPoint :   16

   (a) In-Built sound effect

   (b) Animations and Sounds

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