

Roll No. :

Total No. of Questions : 9]

[Total No. of Pages : 3

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**B.C.A. 1st Semester (New) (Full & Reappear)
Examination, March-2021**

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 from each Unit. Question No. 1 is compulsory.

1. Explain the following :

- (i) Control panel
- (ii) Header and Footer
- (iii) Filtering
- (iv) Word Art

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(1)

RD-560 P.T.O.

Unit-I 16 each

2. Define MS-Windows. Explain basic components of Windows in detail. Also explain about Icons and its types.
3. Define control panel and explain the following :
 - (i) Setting date and time
 - (ii) Screen saver and appearance

Unit-II 16 each

4. Explain the following using MS-Word :
 - (i) Word processing interface
 - (ii) Format painter
 - (iii) Document dictionary
5. Describe the following features of MS-Word :
 - (i) Mail merge
 - (ii) Macros
 - (iii) Template

Unit-III 16 each

6. Describe the following using MS-Excel :
 - (i) Cell Referencing

- (ii) Moving and copying data in Excel
- (iii) Header and Footer

7. Explain in detail about advance features of MS-Excel.

Unit-IV 16 each

8. Define MS-PowerPoint and explain the following :
 - (i) Animations and sounds
 - (ii) Organizational charts
9. Describe the following using MS-PowerPoint :
 - (i) Inserting recorded sound effect
 - (ii) Layering art objects