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**B.C.A. Ist Semester Examination,  
February-2022  
PC SOFTWARE  
(BCA-102)**

*Time allowed : 3 hours* [Maximum marks : 80]

*Note : Attempt five questions in all, selecting one question  
from each unit. Question No.-1 compulsory.*

1. Write short note on following : 16
- (i) Control Panel
  - (ii) File Management
  - (iii) Cell Address
  - (iv) Word Art

**Unit - I**

2. Define MS-Windows. Explain basic components of windows. 16
3. Explain the following : 16
- (i) Icons and its types
  - (ii) Windows Accessories

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**Unit - II**

4. Explain the following : 16
- (i) Spelling and Grammar Tool
  - (ii) Document Dictionary
5. Define MS-Word and explain the following features : 16
- (i) Mail Merge
  - (ii) File Management
  - (iii) Linking and Embedding Object

**Unit - III**

6. Give a complete description about MS-Excel. 16
7. Explain the following features of MS-Excel : 16
- (i) Filtering
  - (ii) Validation
  - (iii) Pivot Table and Pivot Chart

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Unit - IV

8. Give a complete description about MS-PowerPoint.

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9. Explain the following :

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(i) Inserting Recorded Sound effect and Inbuilt Sound Effect

(ii) Layering Art Object

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