97662

B.C.A. 1st Semester (New)
Examination–November, 2016

PC Software

Paper-BCA-102

Time : 3 hours   **Max. 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 the examination.

Note : Attempt **five** questions. Q. 1 is **compulsory**. Select **one** question from each unit. All questions carry equal marks.

1. (a) What is the process of copying of file folders ?

   (b) What are icons? Name different types of icons.

   (c) How would you change size and font of the text ?   (1)

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Unit-IV

8. What are the different types of slide layout available in MS-PowerPoint? What do you understand by slide transition? Discuss the procedure of creating a hyperlink from one slide to another slide in a presentation.

9. (a) Describe the procedure of adding Word art and Excel chart to the slide.

   (b) How to add animation to the slide ? Explain.   (4)

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(d) What is template ?

(e) What is cell ? How many rows and column in one excel sheet?

(f) How would you use AutoSum?

(g) List the application area where PowerPoint presentation can be used.

(h) What is slide show ?

Unit-I

2. (a) What is operating system? Explain the various functions of operating system.

(b) (i) Explain the process of creating a shortcut (ii) Describe the various items of the task bar.

3. What is a control panel? What are the different options available in it ? Explain any two options.

Unit-II

4. (a) Describe the complete process of Mail Merge.

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(b) Explain the following :

(i) Page Formatting

(ii) Header and footer.

5. (a) What is macro? Explain its usage through an example.

(b) (i) How would you create a table ? How is spell checking done ? What are the various options of spell checking dialog box?

Unit-III

6. What is graph? List various types of graphs which may be created in MS-Excel. Write the complete procedure of creating a graph in MS-Excel with an example.

7. (a) Describe the process of creating a pivot table.

(b) Explain :

(i) Cell referencing

(ii) Goal seek

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