97662

B.C.A. Ist Semester (New) Examination–December, 2013

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 in all selecting **one** from each unit. Q. 1 is **compulsory**.

1.　(a)　What is icons ? Name different type of icons.

　　(b)　What is taskbar ?

　　(c)　What is bookmark ?

　　(d)　What is template ?

　　(e)　What is cell and cell address ?

(f) Define database with example

(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) What is windows explorer ? What are the features and facilities available in it ?

3. (a) What is control panel ? What are the different options available in it ?

(b) How can you install a printer in windows environment ? Explain.

Unit-II

4. (a) What do you understand by mail merge? Explain with example.

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

5. Explain the following in MS-Word : Text formatting, paragraph formatting, page formatting and header and footer.

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) What are the financial functions available in excel ? Explain any three.

   (b) Explain : Pivot table and Goal Seek

Unit-IV

8. (a) What are the slide layout available in power point ? Explain.

   (b) What are the steps required to add slide or graphics on a presentation created in power point.

9. (a) What for MS-Point is meant ? List all the major capabilities of MS-Power Point and elaborate each of these briefly.

   (b) Explain the following : Animation and in-built sound effect.