Roll No.

97662

B.C.A. 1st Semester (New) Examination-November, 2014

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, selecting at least one question from each unit. Question No. 1 is compulsory.

- 1. (a) What is operating system? $8 \times 2 = 16$
 - (b) How do you use spell check is MS-Word?
 - (c) Name the different toolbars available in MS-Word.
 - (d) What is the difference between slide view and slide sorter view?

- (e) What is slide transition?
- (f) Differentiate between a worksheet and a workbook.
- (g) What is a cell? How can you resize a cell?
- (h) What is a database?

UNIT - I

- 2. (a) What is a window? Explain the basic components of windows.
 - (b) Discuss the various operations which can be performed with icons.
- **3.** (a) Discuss the window accessories. What are the options available in it?
 - (b) What is a control panel? Discuss the role of control panel.

UNIT - II

4. (a) What are the features of good word processor? Also explain the formatting options available in MS-Word.

- (b) What is Header and Footer? How do you insert it in your file in MS-Word? Also explain the importance of Header and Footer.
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- 5. (a) What is a bookmark? How do you insert it in the document?
 - (b) What are page breaks? How do you apply them in MS-Word?
 - (c) What is Macro? How the same is defined and run in MS-Word? Explain.

UNIT - III

- 6. (a) What is MS-Excel used for ? Also explain the features of MS-Excel.
 - (b) What do you mean by Chart? What are the utilities of a chart? Explain how many type of charts can be drawn in MS-Excel.
- 7. (a) What is a spreadsheet? What are the features of spreadsheet? Explain. 8
 - (b) What are the various formulations you can apply in MS-Excel? Explain. 8

UNIT - IV

8.	(a)	What is MS-Powerpoint used for ? What is different ways of creating presentation? Explain.	nat a 8
	(b)	What are the various formatting optio available in MS-Powerpoint? Explain.	ns 8
9.	Explain the following:		
	(a)	Placeholders	4
	(b)	Animation	4
	(c)	Inserting Charts	4
	(d)	Slide show	4