

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 process of adding an audio clip to the slide.

(b) Describe the various type of backgrounds which you can have in your slides.

Roll No.

97662

**BCA 1st Semester (New)
Examination – November, 2017**

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* question in all, select *one* question from each Unit. Q. No. 1 is *compulsory*. All questions carry equal marks.

1. (a) What is operating system ?
- (b) How to create short cut ?
- (c) What is Mail Merge ?
- (d) What is template ?

(e) What is cell and cell address ?

(f) What is the process of naming sheets ?

(g) What is the use of PowerPoint ?

(h) What is slide show ?

UNIT - I

2. Describe various option available under window accessories briefly.

3. (a) Explain how can you add and remove hardware and software in window environment ?

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

UNIT - II

4. (a) What is an alignment ? Describe the various alignment supported by word.

(b) What is macro ? How the same is defined and run in MS-Word ? Illustrate the same.

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5. Explain the following in MS-word :

(a) Finding and replacing text

(b) Bookmark

(c) Header & footer

(d) Autocorrect

UNIT - III

6. (a) What is meant by chart ? What are the utilities of chart ? Explain how many type of charts can be drawn in MS-Excel ?

(b) Explain the following :

(i) Pivot table, and

(ii) Goal Seek

7. (a) Describe the syntax, use and purpose of eight built-in function used in MS-Excel with examples.

(b) Explain :

(i) Sorting

(ii) Filtering

(iii) Validation

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