

97662

BCA 1<sup>st</sup> Semester (Full & Re-appear)

Examination, December-2024

PC SOFTWARE

Paper : BCA-102

Time allowed : 3 hours]

[Maximum marks : 80

**Note :** Attempt **five** questions. **Question No. 1 is compulsory.**

Attempt other **four** questions selecting **one** question from each unit. All questions carry equal marks.

1. Explain the following in detail :  $8 \times 2 = 16$ 
  - (a) Difference between Slide View and Slide Sorter View
  - (b) Inserting Animated Pictures in PowerPoint
  - (c) Copying and moving file and folders
  - (d) Screensaver and Appearance
  - (e) Components of window
  - (f) Page formatting in MS-Word
  - (g) Finding and replacement text in MS-Word
  - (h) Word art in MS-PowerPoint

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[P.T.O.]

**Unit-I**

2. (a) What is Operating System? Explain the functions of Operating System in detail. 8
- (b) What are icons? Explain the types of icons. Also explain the various operations which can be performed with icons. 8
3. Explain the concept of Control panel and the role of control panel in detail. 16

**Unit-II**

4. (a) What do you mean by Word Processing? What are the advantages of Word Processing? Also explain how to create and save documents. 8
- (b) Explain in MS-Word the concept of Macros and file management in detail. 8

5. (a) What is mail merge? Write the steps involved in creating a mail merge in detail. Also explain the benefits of mail merge. 8
- (b) Explain in MS-Word the concept of Linking and embedding object in detail. 8

**Unit-III**

6. (a) What is MS-Excel? How to manage and organize data in MS-Excel? Also explain the main applications of MS-Excel. 8
- (b) What is Spreadsheet? Explain the features of spreadsheet in detail. 8
7. (a) What is Worksheet? Explain the various operations you can perform on your worksheet in detail. 8
- (b) Explain the following in detail :
- (i) Database management using Excel 4
- (ii) Formulas and functions 4

## Unit-IV

8. Explain the following in MS-PowerPoint in detail :

(a) Organizational charts and Animations 8

(b) Manipulating and Enhancing 8

9. (a) What is PowerPoint? What is the various application of the PowerPoint? Explain. 8

(b) What are the various formatting options available in MS-PowerPoint? Explain in detail. 8