

Roll No.

97662

**BCA 3 Years 1st Semester (Old Scheme)
Examination – December, 2025**

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

1. Explain the following in detail : 8 × 2 = 16
- (a) Uses of Title bar.
 - (b) Finding and replacement text in MS-word.
 - (c) In-build sound effect in PowerPoint.
 - (d) Copying and moving file and folders.
 - (e) Taskbar.
 - (f) Database management using Excel.

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- (g) Word art in MS-PowerPoint.
- (h) Difference between slide view and slide sorter view.

UNIT – I

2. (a) Define windows. Explain the basic components of windows in detail. 8
- (b) What is Operating system ? Explain the functions of Operating system in detail. 8
3. What is Control panel ? Explain the concept of display properties, adding and removing software, screensaver and appearance in detail. <https://www.mdustudy.com> 16

UNIT – II

4. Explain the following in MS-Word in detail :
- (a) Linking and embedding object 8
 - (b) Document Dictionary and Page formatting 8
5. (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 the concept of mail merge and macro in detail. 8

UNIT – III

- (a) What is spreadsheet ? Explain the features of spreadsheet in detail. 8
- (b) What is worksheet ? Explain the various operations you can perform on your worksheet in detail. 8

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7. (a) What is MS-Excel ? What are the features of MS-Excel ? Also explain the concept of Cell Referencing, Range and how to manage and organize data in MS-Excel. 8
- (b) Explain the following in detail :
- (i) Header and footer through suitable example 4
 - (ii) Formulas and functions 4

UNIT – IV

8. (a) What is PowerPoint ? What are the various applications of the PowerPoint ? Explain. 8
- (b) What are the various formatting options available in MS-PowerPoint ? Explain in detail. 8
9. Explain the following in MS-PowerPoint in detail :
- (a) Animations and sounds 8
 - (b) Manipulating & Enhancing 8