311102

January 2023
BCA - I SEMESTER
PC Software (BCA-17-102)

Time : 3 Hours]   [Max. Marks : 75

Instructions :

1. *It is compulsory to answer all the questions (1.5 marks each) of Part-A in short.*
2. *Answer any four questions from Part-B in detail.*
3. *Different sub-parts of a question are to be attempted adjacent to each other.*

PART–A

1.   (a)   What are various modes of a calculator?   (1.5)

     (b)   Differentiate between CUI and GUI.   (1.5)

     (c)   List the items included in a taskbar.   (1.5)

     (d)   What is a shortcut? Write down the steps to create a shortcut of a file.   (1.5)

     (e)   Explain the various options for printing - Print, Quick Print and Print Preview.   (1.5)

     (f)   What is a screen saver?   (1.5)

     (g)   What is drop cap and format painter?   (1.5)

(h) What do you mean by absolute addressing and relative addressing in MS-Excel. (1.5)

(i) What is the difference between a footer and a footnote? (1.5)

(j) What is a slide master? (1.5)

PART–B

2. (a) How is Microsoft Word better than a typewriter? Discuss various features of MS-Word. (10)

(b) Explain various functions of an operating system. (5)

3. (a) What are various types of Windows? Explain each of them with suitable examples. (5)

(b) What is Mail Merge? Write steps to perform mail merge in detail. (10)

4. What is control panel? Explain various categories under control panel settings. Write the steps to install a program. (15)

5. (a) Describe the feature of spelling check and grammar in detail. (5)

(b) What are charts? Explain various types of charts in MS-Excel. Also, describe the parts of a chart. (10)

6. (a) Introduce MS-PowerPoint. Explain various features of MS-PowerPoint. (10)

(b) Explain the concept of pivot tables and charts. . (5)

7. Write short notes on : (15)

(a) Paragraph formatting.

(b) Smart Art.

(c) Non-Printing characters.

(d) What-if-analysis.

(e) Animations and Transitions.

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