

Roll No.

Total Pages : 3

311107

December 2023

**BCA Reappear - 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) Differentiate between CUI and GUI. (1.5)
- (b) What is a shortcut? Write down the steps to create a shortcut of a file. (1.5)
- (c) What is a screen saver? (1.5)
- (d) What is format painter? (1.5)
- (e) What is the difference between a footer and a footnote? (1.5)
- (f) What is a macro? (1.5)
- (g) Name are three tools used in MS-Paint. (1.5)
- (h) What is quick access toolbar? (1.5)

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- (i) Write three features of MS-Powerpoint that are not present in MS-Excel. (1.5)
- (j) What is quick print? (1.5)

PART-B

- 2. (a) What is operating system? Explain any five functions of operating system. (10)
- (b) How is Microsoft Word better than a typewriter?(5)
- 3. (a) Describe the feature of spelling check and grammar in detail. (5)
- (b) Explain various types of formatting in MS-Word. (10)
- 4. What is Mail Merge? Write steps to perform mail merge in detail? (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) Write short note on animations and transitions in MS-Powerpoint. (5)
- (b) Introduce MS-Powerpoint. Explain various features of MS-Powerpoint. (5)
- (c) Write short note on goal seek using What-if analysis. (5)

- 7. What is control panel? Explain various categories under control panel settings? (15)
