Dec., 2018
BCA, Ist Semester
PC SOFTWARE
(BCA-17-102)

Time : 3 Hours]

[Max. Marks:75

Instructions:

(i)   It is compulsory to answer all the questions (1.5 marks each) of Part -A in short.

(ii)  Answer any four questions from Part -B in detail.

(iii) Different sub-parts of a question are to be attempted adjacent to each other.

## PART–A

1.  (a) Write the steps to create a folder.            (1.5)

    (b) What is taskbar?                                (1.5)

    (c) What is page formatting?                        (1.5)

    (d) What is print preview?                          (1.5)

    (e) What is filtering in MS- Excel?                 (1.5)

    (f) What is cell and cell address?                  (1.5)

    (g) How do you use spell check in MS- Word?  (1.5)

(h) What is template? (1.5)

(i) What is pivat table? (1.5)

(j) What is slide show? (1.5)

## PART-B

2. What is Operating system? Explain the various functions of operating system. (15)

3. (a) What do you understand by mail merge? Explain it by giving an example. (7)

   (b) What are header and footer? How do you insert it in your file in MS - Word? Explain the importance of the header and footer. (8)

4. (a) What is the need of Bookmarks? How will you apply and use the bookmarks in the document? (7)

   (b) What is control panel? Discuss the role of a control panel. (8)

5. (a) What is macro? How the macro is used in MS-Excel? Explain it. (7)

   (b) What is a chart in MS-Excel? Describe the different steps to create a chart in MS-Excel. (8)

6.   (a)  What is autocorrect? Explain it by giving a suitable example. (7)

     (b)  What is conditional formatting? How it is used? Explain it. (8)

7.   What is MS- Power Point? How can you create and manipulate your presentation? Explain with examples. (15)

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