

Roll No.

Total Pages : 3

204102

December, 2019
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 the functions of Operating System? (1.5)
- (b) Explain ribbon in Paint. (1.5)
- (c) What are the major problems in using the type writers? (1.5)
- (d) How to apply bullets and numbering? (1.5)
- (e) What is footnote and steps to apply it? (1.5)
- (f) What is Mini toolbar? (1.5)

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- (g) What are advantages of Spreadsheet? (1.5)
- (h) What is format painter? (1.5)
- (i) What is print preview? (1.5)
- (j) What are features of Ms-Excel? (1.5)

PART - B

- 2. (a) Explain different types of windows in detail?
Also explain window structure. (10)
- (b) What is control panel? What is the purpose of control panel? (5)
- 3. (a) Explain Microsoft word? What are the components of MS-Word window? (5)
- (b) What is formula? Write common functions used in Excel? (10)
- 4. What is Mail Merge? Write steps to do mail merge in detail? (15)
- 5. (a) What is if function in Excel? (5)
- (b) What is Macro? Write steps to add and run a macro? (10)

- 6. (a) What is Hyperlink? Write steps to insert hyperlink to a slide in the same presentation. (10)
 - (b) What is Pivot table? How to create a Pivot table? (5)
 - 7. What are the features of PowerPoint? Write components of PowerPoint window. (15)
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