

(01/21-II)

5362

B.C.A. EXAMINATION

(First Semester)

PC SOFTWARE

BCA-112

Time : Three Hours

Maximum Marks : 80

Note : Attempt *Five* questions in all, selecting *one* question from each Unit in addition to compulsory question No. 1. All questions will carry equal marks.

1. (a) Write a short note on My Computer icon.
- (b) What is the use of recycle bin in Windows ?
- (c) How are header and footer put in the MS-Word document ?
- (d) Write a note on Print preview.

- (e) Differentiate between manual spreadsheet and electronic spreadsheet.
- (f) Define the term goal seek used in MS-Excel.
- (g) How do you duplicate a slide in MS-PowerPoint ?
- (h) How is clip art useful in PowerPoint ?

8×2=16

Unit I

2. (a) What do you mean by Operating System ?
Discuss the different functions of Operating System in detail. 8
- (b) What is a Window ? Explain the basic components of windows. 8
3. (a) What are Screen Savers ? Write steps to set-up a screen saver for your computer. 8

- (b) Write the process of creating a folder in Windows ? How can you copy the files in an existing folder to the newly created folder ? 8

Unit II

4. (a) What do you understand by justification ? Explain the different ways a paragraph in a MS-Word document can be justified. 8
- (b) What is the need of bookmarks ? How will you apply and use bookmarks in the document ? 8
5. (a) What is a table ? How is it created in MS-Word ? Explain with the help of an example. 8
- (b) What are the various steps to record and run a macro ? Also write down the steps of deleting a macro. 8

Unit III

6. (a) What types of functions are available in MS-Excel ? Describe some frequently used functions and their purpose. 8
- (b) Explain the following in context of MS-Excel :
- (i) Charts and diagrams
 - (ii) Formatting Features. 8
7. (a) Write down the steps to create a Pivot Table and what are the uses of this kind of table ? 8
- (b) Explain sorting and filter with the help of example. 8

Unit IV

8. (a) What is the purpose of MS-PowerPoint ? How do you make a picture background of a PowerPoint Presentation ? 8

- (b) Write down the steps to insert sound and movies in PowerPoint slide. 8
- 9. (a) Explain in detail the various ways to create a PowerPoint presentation. 8
- (b) How do you create an organizational chart in PowerPoint ? 8