Roll No. ....

OLE-97662

BCA 1st Semester (New)
Examination – April, 2021
PC SOFTWARE
Paper : BCA-102

Time : Three hours]   *[Maximum Marks : 80*

Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard, will be entertained after examination.

Note : Attempts any *five* questions. All questions carry equal marks. Question No. **1** is *compulsory*.

1. Answer the following questions briefly :   8 × 2 = 16
   (a) What is an icon?
   (b) Discuss drop cap with an example.
   (c) Explain Pivot chart.
   (d) Discuss animation briefly.
   (e) Explain control panel briefly.
   (f) Describe file management in MS- Word.
   (g) Write the use and advantages of MS-PowerPoint.
   (h) Explain worksheet in MS-EXCEL.

UNIT – I

2. (a) What is MS- Windows ? How is it useful and used ? Discuss its basic components with examples.   10

(b) Describe managing files and folders and its advantages with examples. 6

3. Explain the following briefly with suitable examples :

16

(a) Operating system and its functions
(b) Windows accessories and their uses

UNIT – II

4. (a) Define macros and tables. How these are used and useful in MS-Word ? Explain with suitable examples. 8

(b) Explain advance features of MS-Word with suitable examples. 8

5. Describe the following with examples :
(a) Mail merge and its uses and advantages 8
(b) Styles, linking and embedding objects in MS-word 8

UNIT – III

6. (a) What is sorting and filtering ? How these are used and useful in MS-Excel ? Discuss with examples

10

(b) Explain how conditional formatting is done in MS-Excel with examples. 6

7. Explain the following with suitable examples :

$2 \times 8 = 16$

(a) Use of functions in MS-Excel and their advantages

(b) Cell address and Moving and copying data in MS-Excel

UNIT – IV

8. (a) What do you mean by sound effect ? How is it used in MS-Power point ? Discuss with examples.

8

(b) Describe Excel charts with suitable examples. 8

9. Explain the following with examples : 2 × 8 = 16

(a) Inserting animated features in slides

(b) Three advance features of MS-PowerPoint