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B.C.A. 1st Semester Examination,
February-2022
PC SOFTWARE
(BCA-102)

Time allowed : 3 hours Maximum marks : 80

Note : Attempt five questions in all, selecting one question from each write Question No.-1 compulsory.

1. Write short note on following : 16
- (i) Control Panel
 - (ii) File Management
 - (iii) Cell Address
 - (iv) Word Art

Unit - 1

2. Define MS-Windows. Explain basic components of windows. 16
3. Explain the following : 16
- (i) Icons and its types
 - (ii) Windows Accessories

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(2)

Unit - II

4. Explain the following: 16
- (i) Spelling and Grammar Tool
 - (ii) Document Dictionary
5. Define MS-Word and explain the following features: 16
- (i) Mail Merge
 - (ii) File Management
 - (iii) Linking and Embedding Object

Unit - III

6. Give a complete description about MS-Excel. 16
7. Explain the following features of MS-Excel: 16
- (i) Filtering
 - (ii) Validation
 - (iii) Pivot Table and Pivot Chart

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(3)

Unit - IV

8. Give a complete description about MS-PowerPoint. 16
9. Explain the following: 16
- (i) Inserting Recorded Sound effect and Inbuilt Sound Effect
 - (ii) Layering An Object

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