

**97662**

**B.C.A. Ist Semester (New)  
Examination-December, 2013  
PC Software  
Paper-BCA-102**

**Time : 3 hours**

**Max. Marks : 80**

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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 the examination.

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**Note :** Attempt **five** questions in all selecting **one** from each unit. **Q. 1** is **compulsory**.

1. (a) What is icons ? Name different type of icons.
- (b) What is taskbar ?
- (c) What is bookmark ?
- (d) What is template ?
- (e) What is cell and cell address ?

- (f) Define database with example
- (g) List the application area where PowerPoint presentation can be used.
- (h) What is slide show ?

### **Unit-I**

- 2. (a) What is operating system ? Explain the various functions of operating system.
- (b) What is windows explorer ? What are the features and facilities available in it ?
- 3. (a) What is control panel ? What are the different options available in it ?
- (b) How can you install a printer in windows environment ? Explain.

### **Unit-II**

- 4. (a) What do you understand by mail merge? Explain with example.
- (b) What is macro ? Explain its usage through an example.
- 5. Explain the following in MS-Word : Text formatting, paragraph formatting, page formatting and header and footer.

### **Unit-III**

6. What is graph ? List various types of graphs which may be created in MS-Excel. Write the complete procedure of creating a graph in MS-Excel with an example.
7. (a) What are the financial functions available in excel ? Explain any three.
- (b) Explain : Pivot table and Goal Seek

### **Unit-IV**

8. (a) What are the slide layout available in power point ? Explain.
- (b) What are the steps required to add slide or graphics on a presentation created in power point.
9. (a) What for MS-Point is meant ? List all the major capabilities of MS-Power Point and elaborate each of these briefly.
- (b) Explain the following : Animation and in-built sound effect.