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11322

BCA. 1st Sem. (Regular/Re-appear/ Imp.) Examination, 2022

PC SOFTWARE

Paper Code : BCA-102

Time : 3 Hours   **Max. 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 : All Questions are compulsory. All questions carry equal marks.

1. Write short notes on the following :

    (a) Differentiate Save command and Save as Command.

    (b) What is the use of Print–Preview in MS – word?

    (c) What is spell check?

    (d) What do you understand by short cut keys? Give short cut keys for cut, copy and Paste.

    (e) Differentiate between file and folder.

    (f) Why is formatting necessary?

    (g) What is the significance of talk bar? Explain.

    (h) Why is formatting necessary?

2. What are the different elements?

    (a) Components of a Window.

    (b) What are icons? Explain various types of icons.

3, (a) What is control Panel? What are the different options available in control panel?

    (b) Define file and folders? Write the steps to create a folder. Explain the method of copying and moving file and folder.

4. (a) Explain MS–Word in Detail.

    (b) What do you understand by Mail merge? Explain with examples.

5. (a) What is Macro? Write the steps to record and run a macro.

(b) Explain spelling and grammar tool in MS–Word.

6. (a) What for MS–Excel in used? Enumerate the salient features of MS–Excel and elaborate each of these briefly.

(b) Discuss various facilities offered by MS–Excel.

7. (a) Explain the different formals Supported by MS–Excel. https://www.iguonline.com

(b) Explain Sorting filtering validation in MS–Excel.

(c) Discuss what if analysis with Goal Seck.

8. (a) What do you mean by Power Point? Explain its features.

(b) What do you understand by presentation? How will you prepare a presentation using power point software package?

9. (a) Describe the following tools in MS power point.

(i) Slide show

(ii) Harder and footer

(iii) Word Art

(b) (i) Write the steps to apply animation effect to text and objects. Also explain how to apply custom animation.

(ii) How Music or Sound effects can be added to an animation? Explain.

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