

## **UNIT – IV**

8. What are the different types of slide layout available in MS-PowerPoint ? What do you understand by slide transition ? Discuss the procedure of creating a hyperlink from one slide to another slide in a presentation.
9. (a) Describe the process of adding an audio clip to the slide.  
(b) Describe the various type of backgrounds which you can have in your slides.
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*Roll No. ....*

**97662**

### **BCA 1st Semester (New)**

### **Examination – November, 2017**

**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.*

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**Note :** Attempt **five** question in all, select **one** question from each Unit. Q. No. 1 is **compulsory**. All questions carry equal marks.

1. (a) What is operating system ?
- (b) How to create short cut ?
- (c) What is Mail Merge ?
- (d) What is template ?

- (e) What is cell and cell address ?
- (f) What is the process of naming sheets ?
- (g) What is the use of PowerPoint ?
- (h) What is slide show ?

### **UNIT - I**

- 2. Describe various option available under window accessories briefly.
- 3. (a) Explain how can you add and remove hardware and software in window environment ?  
(b) What is windows explorer ? What are the features and facilities available in it ?

### **UNIT - II**

- 4. (a) What is an alignment ? Describe the various alignment supported by word.  
(b) What is macro ? How the same is defined and run in MS-Word ? Illustrate the same.

- 5. Explain the following in MS-word :
  - (a) Finding and replacing text
  - (b) Bookmark
  - (c) Header & footer
  - (d) Autocorrect

### **UNIT - III**

- 6. (a) What is meant by chart ? What are the utilities of chart ? Explain how many type of charts can be drawn in MS-Excel ?  
(b) Explain the following :
  - (i) Pivot table, and
  - (ii) Goal Seek
- 7. (a) Describe the syntax, use and purpose of eight built-in function used in MS-Excel with examples.  
(b) Explain :
  - (i) Sorting
  - (ii) Filtering
  - (iii) Validation

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**Note :** Attempt *five* questions. Question No. 1 is *compulsory*. Attempt other *four* questions, selecting *one* question from each Unit. All questions carry equal marks.

**1. Explain the following in detail :**

- (a) Template in MS-word
- (b) Finding and replacement text in MS-word
- (c) Database management using Excel
- (d) Word art in MS-PowerPoint
- (e) Difference between slide view and slide sorter view
- (f) In-build sound effect in PowerPoint
- (g) Coping and moving file and folders
- (h) Taskbar

**UNIT - I**

2. (a) What is Operating system ? Explain the functions of Operating system in detail.
- (b) What do you mean by windows ? Explain the basic components of windows in detail.
3. Explain the following in detail :
  - (a) Control panel
  - (b) Window accessories

**UNIT - II**

4. (a) What do you mean by Word Processing ? What are the advantages of Word Processing ? Also explain how to create and save documents.
- (b) Explain the concept of mail merge and macro in detail. <http://haryanapapers.com>
5. Explain the following in MS-Word in detail :
  - (a) Linking and embedding object
  - (b) Document Dictionary and Page formatting

**UNIT - III**

6. (a) What is MS-Excel ? What are the features of MS-Excel. Also explain the concept of cell Referencing, Range and how to manage and organize data in MS-Excel.
- (b) What is worksheet ? Explain the various operations you can perform on your worksheet in detail.

7. (a) What is Spreadsheet ? Explain the features of spreadsheet in detail.
- (b) Explain the following in detail :
  - (i) Header and footer
  - (ii) Formulas and functions

**UNIT - IV**

8. (a) What is PowerPoint ? What is the various application of the PowerPoint ? Explain.
- (b) What are the various formatting options available in MS-PowerPoint ? Explain in detail.
9. Explain the following in MS-PowerPoint in detail :
  - (a) Animations and sounds
  - (b) Manipulating & Enhancing

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