

BVM COLLEGE OF MANAGEMENT EDUCATION, GWALIOR

1BCA3

IIIrd Internal Question Bank

PC PACKAGES (Word, Excel and PowerPoint)

Note- Very short questions.

1. What is Features of Windows ?
2. Describe Mail Merge.
3. Explain Text Attributes.
4. What is Star-Office ?

Note – long type questions.

5. Explain the Printing & various print options .
6. Explain Menus & Commands.
7. Describe Adding References and Graphics.
8. Explain Presentation graphics.
9. Explain process of Find & Replace.
10. Describe Working with Styles. Explain in brief.
11. What are the Installing and Uninstalling new Hardware & software? Explain the process.
12. Describe Accessories and Windows Settings.
13. Explain the terms of Presentation graphics.