

Roll No.

[2]

D-3835

B. C. A. (Part I) EXAMINATION, 2020

(New Course)

PC SOFTWARE AND MULTIMEDIA

(BCA-104)

Time : Three Hours]

[Maximum Marks : 80

[Minimum Pass Marks : 27

Note : Attempt any *two* parts from each Unit. All questions carry equal marks.

Unit—I

1. (a) Explain fonts and paragraph settings and find and replace.
- (b) Explain insertion of header and footer and word Art.
- (c) Explain mail merge and its advantages.

Unit—II

2. (a) Explain conditional formatting and uses of excel sheet.
- (b) Explain Data Tab in detail with sort and filler options and data validation.
- (c) Explain various types of charts in MS Excel.

Unit—III

3. (a) Explain Smart art, word art and hyperlink.

- (b) Explain slide transition and animation on rehearse timing.
- (c) Explain various presentation views and page setup options.

Unit—IV

4. (a) Explain various features of dbms. Write a short note on sort and filter.
- (b) Explain database view and pivot table view.
- (c) Explain datasheet Tab with relationships and formatting options.

Unit—V

5. (a) Explain hardware and software requirements for animation.
- (b) Describe transformation, motion theory and importing sound through flash.
- (c) Explain drawing and painting with tools in detail.

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