

BCA/D-16  
WINDOW AND PC SOFTWARE  
PAPER-BCA-112

Time Allowed: 3 Hours

Maximum Marks: 80

Note: Attempt five questions in all. Question No. 1 is compulsory. All questions carry equal marks.

**1. Compulsory Question**

1. Attempt all the following questions:

- (i) Recycle Bin.
- (ii) Taskbar.
- (iii) DVD.
- (iv) Expand WYSIWYG.
- (v) Disk Defragmentation.
- (vi) Formula Bar.
- (vii) Workbook.
- (viii) Pivot Chart.

Unit-I

2. Explain the following :

- (i) My Computer and My Documents.
- (ii) Media players and Volume control.
- (iii) GUI and CUI.
- (iv) CD and Pen Drive.

3. (a) What is Window? What are various hardware and software requirements for installing windows?

(b) Explain steps of coping, deleting and renaming of any file.

Unit-II

3. Explain the following with concern to window operating system:

- (i) Sharing Folder and Drives.
- (ii) Scandisk and Disk Cleanup
- (iii) Changing user password.
- (iv) Using Scanner and Web Camera.

5. (a) What is control panel? Explain various steps to Add/ Remove programs.

(b) What is Window update? Explain the importance and steps of updating Windows.

### Unit-III

6. (a) What is Worksheet? Explain steps of insert, delete and rename a worksheet.  
(b) What is Range? Explain with example.
7. (a) Explain various methods of inserting, deleting and hiding a rows & columns from a worksheet by giving suitable example.  
(b) Explain cell formatting in detail.

### Unit-IV

8. (a) What is cell reference? Explain absolute and relative cell reference.  
(b) What is Function? Explain any four Mathematical/Statistical functions.
9. (a) What is Macro? Describe various steps of record and run of Macro.  
(b) Explain the steps of creating charts in Excel.