

Roll No. ....

Total Pages : 2

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**BCA (14-15)//D-15**

**WINDOWS AND PC SOFTWARE**

**PAPER: BCA-112**

Time: Three Hours

[Maximum Marks: 80]

**Note:** Question No. 1 is compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each unit.

**1. Attempt all the following**

- (a) Graphic User Interface
- (b) Start Menu
- (c) Mu Documents
- (d) Find and Replace
- (e) Range
- (f) Dusk Cleanup
- (g) Worksheet
- (h) Changing User Password.

**Unit- I**

- 2. (a) What are basic features of Windows as an operating System?  
(b) What is secondary storage? Explain CD,DVD,Pendrive with their features in detail.
- 3. Explain the following:
  - (i) Desktop
  - (j) Add/remove programs
  - (k) Window accessories
  - (l) Installing printer

**Unit- II**

- 4. (a) What is control panel? Explain various steps to add new hardware.  
(b) What are various system tools in windows? Explain scandisk, backup, drive space and disk defragmentation in detail.
- 5. Explain following with concern to windows operating system:

- (i) Sharing folders and drives
- (ii) Web browser
- (iii) Creating and deleting users
- (iv) Character Map and clipboard viewer.

### **Unit-III**

- 6. (a) What is spreadsheet? Explain various applications of any spreadsheet software.  
(b) Explain various data type available in Excel.
- 7. (a) What is cell? Explain cell formatting with example.  
(b) Explain is Row and Column in Excel? Explain steps inserting and deleting a row and column.

### **Unit-IV**

- 8. (a) How are charts useful in MS-Excel? Describe various steps to create a chart.  
(b) Explain any four mathematical/statistical functions in excel with example.
- 9. Explain various steps to create a pivot table and pivot chart with suitable example.