BCA/D-17
WINDOWS AND PC SOFTWARE
Paper: BCA-112

Time: Three Hours   Maximum Marks: 80

Note: Attempt five questions in all, selecting at least one question from each Unit. Q. No. 1 compulsory. All questions carry equal marks.

1. (i)   Explain Desktop and its contents.
    (ii)   Explain browsing the web with Internet Explorer.
    (iii)   Explain different view of worksheet.
    (iv)   Explain Pivot table and Pivot chart.

Unit-I

2. Explain, what is Windows Operating system? Also explain how to manage files, folder, disk and recycle bin.

3. Explain the hardware requirements of Window operating system. Also windows accessories and its facilities.

Unit-II

4. Explain various accessibility features of Window operating system.

5. Explain various system tools and multi-user features of Window Operating system

Unit-III

6. Explain various features used in worksheet with data, cell and text. Also, explain various data types in a worksheet.

7. Explain various views of worksheet. Also explain column freezing, hiding, splitting and sell formatting.

Unit-IV

8. Explain the concept of multiple worksheets. Also explain how to create and use multiple worksheets. Also explain various types of function in a worksheet.

9. Explain how to sort, filter and making query of a database.