

Unit-IV

8. What are the different types of slide layout available in MS-PowerPoint? What do you understand by slide transition? Discuss the procedure of creating a hyperlink from one slide to another slide in a presentation.

9. (a) Describe the procedure of adding Word art and Excel chart to the slide.

(b) How to add animation to the slide ? Explain.

Roll No.

97662

B.C.A. 1st Semester (New)

Examination- November, 2016

PC Software

Paper-BCA-102

Time : 3 hours

Max. Marks : 80

Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard will be entertained after the examination.

Note : Attempt **five** questions. Q. 1 is **compulsory**. Select **one** question from each unit. All questions carry equal marks.

1. (a) What is the process of copying of file folders ?

(b) What are icons? Name different types of icons.

(c) How would you change size and font of the text ?

- (d) What is template ?
- (e) What is cell ? How many rows and column in one excel sheet?
- (f) How would you use AutoSum?
- (g) List the application area where PowerPoint presentation can be used.
- (h) What is slide show ?

Unit-I

2. (a) What is operating system? Explain the various functions of operating system.
- (b) (i) Explain the process of creating a shortcut (ii) Describe the various items of the task bar.
3. What is a control panel? What are the different options available in it ? Explain any two options.

Unit-II

4. (a) Describe the complete process of Mail Merge.

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- (b) Explain the following :

- (i) Page Formatting
- (ii) Header and footer.

5. (a) What is macro? Explain its usage through an example.

- (b) (i) How would you create a table ? How is spell checking done ? What are the various options of spell checking dialog box?

Unit-III

6. What is graph? List various types of graphs which may be created in MS-Excel. Write the complete procedure of creating a graph in MS-Excel with an example.

7. (a) Describe the process of creating a pivot table.

- (b) Explain :
 - (i) Cell referencing
 - (ii) Goal seek

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