

**April 2018**

**Bachelor of Computer Application (BCA) Examination**

**I Semester**

**PC Software**

Time 3 Hours]

[Max. Marks 50

**Note : Attempt all five questions. All questions carry equal marks.**

1. (a) What is the process to create folder, cut, copy, paste, managing files and folders in Windows? Also write the short-cut key for cut, copy and paste.  
(b) What is the use of display properties in Windows ? How you can change the background image of Desktop ? Write each steps to change the background image.

**OR**

Write short notes on the following :

- (a) Control Panel (b) Device and Printer  
(c) Downloads (d) Screen Saver.
2. (a) What is the use of Picture, Clip Art, Shapes Smart Art and Chart Icons in MS Word ? Also explain some of the basic shapes in MS Word.  
(b) Explain Cover page, Blank page and Page break.

**OR**

- (a) Write short note on Table in MS Word.  
(b) Explain Page Layout and its properties in brief.
3. (a) What is the need of Format Painter in Excel.  
(b) What is Consolidation ? Explain it briefly.

**OR**

- (a) What is Macros ? How you can set macros in MS Word ?  
(b) Explain the form logical and form text functions with examples.
4. Write short notes on any two of the following ;  
(a) Animations.  
(b) Slide Show.  
(c) Custom Animations.  
(d) Text Boxes.
5. (a) Explain Data Tables in brief.  
(b) What is Scenario Manager ?

**OR**

Explain the following :

- (a) Uses of Word Art.  
(b) Insertion of Recorded Sound Effect in Presentations.

