Roll No.
3300   15/20/30/20

DN-401

January 2020
Bachelor of Computer Applications (BCA) Examination

First Semester
BCA-104-P. C. SOFTWARE

[Max. Marks 40

Time 3 Hours]

Note : Attempt any two sub parts of a questions. All questions carry equal marks.

1. (a) What are the basic components of Windows ?
    (b) Define display properties available in control panel.
    (c) Write steps to set date and time of system.

2. (a) Can we create different Header and Footer for even And odd pages ? Justify your answer.
    (b) Explain the use Watermark in MS-Word.
    (c) Write steps to create Hyperlink in MS-Word.

3. (a) Explain use of Print Titles in MS-Excel.
    (b) Write down steps to create formula to concatenate two cell values in MS-Excel.
    (c) Can we remove duplicate data from the column ? Justify your answer.

4. (a) Define term *Data*. How data is different from information ?
    (b) Write query to insert the data in the table and display inserted data.
    (c) Explain Query Wizard.

5. (a) Write steps to add sound in slide.
    (b) Explain Transition.
    (c) Explain Handout Master.

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