

January 2016

Bachelor of Computer Applications (BCA) Examination

I Semester

PC Software

Time : 3 Hours]

[Max. Marks : 50

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

1. Explain the term operating system, along with its type and functions, with example.

OR

Explain the following terms:

- (a) Adding and Removing Software and Hardware
 - (b) Windows Explorer
 - (c) Component of Windows
 - (d) Title Bar and Task Bar.
2. (a) Explain the utility of MS-Word.
- (b) Differentiate:
- (i) Header and Footer
 - (ii) Auto Text and Auto Correct.

OR

Write short notes on any two of the following:

- (a) Macros
 - (b) Template
 - (c) Linking and Embedding Object.
3. (a) Explain the utility of Microsoft Excel as a database management tool.
- (b) What do you mean by conditional formatting?

OR

Write short notes on any two: (a) Pivot Table

(b) Chart (c) Formulas and Function (with examples)

4. Write short notes on : (any two)

- (a) Auto Filter
- (b) Sub Total
- (c) Goal Seek
- (d) Validation.

5. (a) Explain the term slide layout and design template. Name the various types of slide layout.
- (b) Explain the utility of Rehearsed Timings. How can one set it?

OR

Explain the following terms:

- (a) Animation
- (b) Custom Slide Show
- (c) Slide Master
- (d) Smart Art.