

Roll No. ....

## BCA-102(O)

### B. C. A. (First Semester) EXAMINATION, Dec., 2014

(Old Course)

Paper Second

PERSONAL COMPUTER SOFTWARE

Time : Three Hours ]

[ Maximum Marks : 75

Note : Section A is compulsory. Attempt any seven questions from Section B and one question from Section C.

Section—A 9 each

#### (Numerical/Analytical/Problematic Questions)

1. (a) Write down main menus of 'Menu-Bar' of MS-word.  
(b) Write down procedure to perform the following tasks in MS-word :
  - (i) For adding 'Borders and Shadings'
  - (ii) For using 'Spelling and Grammar'
2. (a) Write down steps to perform the following tasks in MS-Excel :
  - (i) To copying the formula.
  - (ii) To change the column width with numbers.  
(b) How will you add a clipart in an ordinary slide ?

## Section—B

6 each

## (Short Answer Type Questions)

**Note :** Attempt any *seven* questions. Each question carries equal marks.

3. What are 'Header and Footers' in MS-Word ? What are the advantages of using them ?
4. Explain the ways to create tables in MS-Word and write down complete procedure to add rows and columns in the table.
5. What do you mean by wizard ? Write down complete process for preparing a letter using wizard.
6. Explain applications of MS-Access software.
7. What are different data types of MS-Access software ?
8. What is the difference between 'workbook' and 'worksheet' in MS-Excel ?
9. What is chart ? Mention the steps to add and delete data in a chart.
10. What are gridlines ? How can it be printed on a paper with data ?
11. What is the use of 'speaker's note' in presentation ?
12. Describe all the ways to add test to slides.

## Section—C

15 each

## (Long Answer Type Questions)

**Note :** Attempt any *one* questions.

13. Describe the 'Mail-Merge' operation in MS-Word. What is mail-merge helper ? What are the steps involved in its uses ?

14. What do you mean by function ? Describe the basic features of function in MS-Excel.
15. (a) Explain powerpoint and its area of applications. What are chief elements of a presentation ?
- (b) How will you create a new presentation using 'Design Template' ?