

(1UG65)

Roll No. ....

S.C.No.—2214102

**B.C.A. EXAMINATION, 2023**

(First Semester)

(Main/Re-appear/Improvement)

**PC SOFTWARE**

**22BCA102**

*Time : 3 Hours*

*Maximum Marks : 80*

**Note :** Attempt *Five* questions in all. Q. No. 1 is Compulsory. Attempt *one* question from each Unit. All Questions carry equal marks.

1. Answer the following : **2×8=16**

- (i) Desktop
- (ii) Window and its types
- (iii) Windows Explorer
- (iv) Format Painter
- (v) Cell Referencing

- (vi) Word Art in Power Point
- (vii) Animation and Sounds
- (viii) Macros

## Unit I

2. (a) What is Operating System ? Explain with its functions and types. 10
- (b) Explain the Process of File and Folder creation. 6
3. Explain Windows Accessories with its components. 16

## Unit II

4. Write short notes on the Following :  $4 \times 4 = 16$ 
  - (a) Difference between .DOC and .DOCX
  - (b) Paragraph Formatting
  - (c) Drop Cap
  - (d) Header and Footer
5. (a) What is Mail Merge ? How is it used ? Explain step by step process. 8

- (b) How the various objects are linked in MS-Word ? 8

### Unit III

6. (a) Explain the Components of Workbook. 8  
(b) Explain the following Excel Functions with Example :  $4 \times 2 = 8$   
(i) AVERAGE()  
(ii) COUNT()  
(iii) ROUND()  
(iv) SORT()
7. (a) Explain Advanced Filter and Auto filter with suitable example in Excel.  
(b) Explain the Steps to create a Pivot Table by suitable example.  $8 \times 2 = 16$

### Unit IV

8. Explain PowerPoint with its various elements. Explain different components of PowerPoint Window. 16



9. (a) What do you mean by Hyperlink ?  
Explain various steps to insert a  
Hyperlink in a Slide.
- (b) Explain various steps to Change the  
Existing Master Slide.

8×2=16