BCA-102

B.C.A. First Year Examination, 2017

Paper–II

(PC Software Package)

Time Allowed : Three Hours

Maximum Marks : 100

PART-A (खण्ड-अ)   [Marks : 20

Answer all questions (50 words each).

All questions carry equal marks.

सभी प्रश्न अनिवार्य हैं। प्रत्येक प्रश्न का उत्तर 50 शब्दों से अधिक न हो।

सभी प्रश्नों के अंक समान हैं।

PART-B (खण्ड-ब)   [Marks : 50

Answer five questions (250 words each), selecting one from each Unit. All questions carry equal marks.

प्रत्येक इकाई में से एक-एक प्रश्न चुनते हुए, कुल पाँच प्रश्न कीजिए। प्रत्येक प्रश्न का उत्तर 250 शब्दों से अधिक न हो।

सभी प्रश्नों के अंक समान हैं।

PART-C (खण्ड-स)   [Marks : 30

Answer any **two** questions (300 words each).

All questions carry equal marks.

कोई **दो** प्रश्न कीजिए। प्रत्येक प्रश्न का उत्तर 300 शब्दों से अधिक न हो।

सभी प्रश्नों के अंक समान हैं।

PART-A

1. Answer the following questions :

   (i)   What is DOS? Give full form of DOS.

   (ii)   What is Booting Process?

   (iii)   What is the use of Recycle bin?

   (iv)   What are windows accessories?

   (v)   Give the use Find and Replace.

   (vi)   What is Autocorrect option?

   (vii)   What are Macros?

   (viii) What is the use of Filter option?

   (ix)   Give the shortcut keys for inserting new slide and deleting the current slide.

   (x)   What is the use of DTP software.

PART-B

UNIT-I

2. Explain system files of DOS.

3. Explain FAT in brief.

UNIT-II

4. Differentiate between Wordpad and Notepad.

5. What is Windows explorer? What are its component of control panel?

UNIT-III

6. Explain advance features of MS Word.

7. How will you preview the document before printing. Explain various options of it.

UNIT-IV

8. Explain different types of formulas used in MS Excel.

9. What is Cell referencing? Explain absolute and relative addressing with suitable example.

UNIT-V

10. Explain different option of View Menu of MS Powerpoint.

11. Write steps of creating slides and inserting animation in slides.

PART-C

12. What do you understand by internal commands in DOS? Explain any 10 internal commands.

13. (i) Explain process of installation of hardware and software in windows computer with suitable diagram.

    (ii) Write short notes on the following :

        (a) Character Map

        (b) Sharing information between programs.

14. Explain Mail Merge with example and diagram.

15. Explain features of MS Excel.

16. Write short notes on the following :

    (i) Adobe Photoshop

    (ii) MS Publisher.

*****