

Exam Copy

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**BCA-102**

**B.C.A. (I Year) EXAMINATION, 2018**

**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 question from each Unit.*

*All questions carry equal marks.*

प्रत्येक इकाई से 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 ।

P.T.O.

## Part A

1. Answer the following questions :

- (i) What is Drive name ?
- (ii) What is the use of PATH Command ?
- (iii) What is Character Map ?
- (iv) What is use of Scanner ?
- (v) Give short cut keys to save and open the document in MS Word.
- (vi) What is Thesaurus ?
- (vii) What is the use of macro ?
- (viii) What do you mean by merging of cells ?
- (ix) Give Submenu of Insert option of Power Point.
- (x) What is the use of Adobe Photoshop ?

## Part B

### Unit I

- 2. Explain Physical structure of disk.
- 3. What is DOS ? Give its history and various versions of DOS.

## Unit II

4. Explain the following :
- (i) Recycle Bin
  - (ii) Control Panel
  - (iii) Taskbar
5. Explain the windows accessories.

## Unit III

6. Explain the use of cut, copy and paste option.
7. Explain step-by-step procedure for creating separate header/footer for even and odd pages.

## Unit IV

8. Explain the logical and mathematical functions of MS Excel.
9. What is the concept behind multiple worksheet, how will you create it and for what use ?

## Unit V

10. What is the use of PowerPoint Presentation ? Write steps to create, manipulate and enhance slides.

11. Write steps to insert Excel Charts and animations in PowerPoint presentation.

### Part C

12. (i) What is booting process ? Explain briefly.  
(ii) Explain any *five* Directory and Five File Management commands of DOS.
13. Explain the concept, structure and feature of windows.
14. Give an introduction to MS-Word. Also describe common buttons of the standard toolbar of MS-Word.
15. (i) Explain the previewing and printing worksheet.  
(ii) Explain steps to create graph and charts in worksheet.
16. Write short notes on :
- (i) PageMaker  
(ii) CorelDraw  
(iii) MS Publisher.