

Roll No. .... Total No. of Printed Pages : 5

**Code No. : BC-194**

Online Annual Examination, 2022

**B.C.A. Part I**

**Paper - IV**

**PC SOFTWARE & MULTIMEDIA**

Time : Three Hours ] [ Maximum Marks : 80

*Note : Section 'A', containing 10 very short answer type questions, is compulsory. Section 'B' consists of short answer type questions and Section 'C' consists of long answer type questions. Section 'A' has to be solved first.*

**Section 'A'**

*Answer the following very short answer type questions in one or two sentences. 1 × 10 = 10*

1. Write short note on superscript and subscript.
2. What is paragraph spacing ? How to get it ?
3. How to insert row and column in MS excel ?
4. What is cell in MS excel ? How to move cell pointer at specific location ?
5. What is slide transition effect ?

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6. How to insert a picture in MS PowerPoint.
7. What is RDBMS ?
8. What is front end and back end application ?
9. What is 3D Animation ?
10. Differentiate between mpeg & mp4 file format.

**Section 'B'**

*Answer the following short answer type questions with word limit 150-200. 4 × 5 = 20*

1. What is find and Replace ? Explain.

**Or**

What is Comment ? How to insert, delete or change comment in MS word ?

2. Explain any five financial function in MS Excel.

**Or**

What is Chart ? Write the steps to create a bar chart.

3. How to text is convert to smart art ? Explain with example.

**Or**

What is custom animation ? How to define in MS PowerPoint.

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4. What is query wizard ? How to define query using wizard ? Explain with example.

**Or**

What is Report ? How to create a report in MS Access ? Explain with example.

5. What are the application of Multimedia in Entertainment ?

**Or**

How to import sound in flash ? Explain.

**Section 'C'**

*Answer the following long answer type questions with word limit 300-350. 10 × 5 = 50*

1. What is Font ? Explain different options available in font dialogbox.

**Or**

Create a label using mail merge tools.

2. Create an employee details which have (1) EmpNo. (2) EMP Name (3) Basic Salary (4) DA (5) TA (6) HRA (7) Total salary columns.

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Do the following :

- (1) Enter any *five* records.
- (2) Calculate DA, TA, HRA & Total salary using formula (when DA is 20% Basic salary, TA is 10% of Basic salary & HRA is 5% of Basic salary).
- (3) Find the employee name whose salary is maximum.

**Or**

What is 3D chart ? Explain any *two* types of 3D chart with example.

3. What is custom Animation ? Explain any *five* custom animation effect in MS power point.

**Or**

Write short notes on the following :

- (i) Slide orientation.
- (ii) Rehears timing
- (iii) Transition speed.

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4. What is data type in MS Access ? Explain different data types used in MS Access.

**Or**

Create a student marksheet table (assume suitable data)

Display the student marksheet in Report formate.

5. What are the various hardware and Software requirement for animation ? Discuss in detail.

**Or**

Differentiate between :

(i) gif file & jpeg file.

(ii) .mpeg & MP4 file.

(iii) 2D & 3D Animation.

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