Code No. : C-196

Annual Examination - 2019

BCA Part - I

BCA-104

INTRODUCTION TO PC SOFTWARE & INTERNET APPLICATIONS

Max.Marks : 100

Time : 3 Hrs.   **Min.Marks : 40**

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 :   **(2 × 10=20)**

Q.1   Why do we use MACRO in MS Word?

Q.2   Differentiate REDO & UNDO in MS Word?

Q.3   What is purpose of MS-Excel?

Q.4   What is use of MIN ( ) in MS-Excel?

Q.5   Which software is used for presentation in Microsoft office?

Q.6   What is importance of MS-Access?

Q.7   What is LAN?

Q.8   Write use of <b> and <i>.

P.T.O.

Q.9   What are uses of multimedia?

Q.10   What is photoshop and its uses?

Section - 'B'

Answer the following short-answer-type questions with word limit 150-200 :   **(6 5=30)**

Q.1   Explain creating & running macros in MS-Word.

OR

Explain main features of MS-Word.

Q.2   What is a spread sheet cell? Explain cell formatting in MS-Excel.

OR

What is absolute cell reference? How does a relater reference differ from an absolute reference.

Q.3   Explain Data types in MS-Access.

OR

How can we create chart & graph in MS-Powerpoint.

Q.4   Describe HTML editors.

OR

How can we publish Web Pages in LAN.

Q.5   Describe image adjustment in photoshop.

OR

Which Adobe software is best for animation? Describe any two tools of this software.

Section - 'C'

Answer the following long-answer-type questions with word limit 300-350 :   **(10 5=50)**

Q.1   How can we insert clip art in a word document? Explain formatting feature of MS-Word.

OR

What is the purpose of using mail merge? Explain steps of mail-merging.

Q.2   Explain features of MS-Excel. Describe components of Excel Screen.

OR

Explain Sort & Alters in Excel. How can we use auto Alters?

Q.3   Explain table creation in MS-Access. How can we insert and delete a record in MS-Access? Describe record manipulation.

OR

Write steps to create presentation im MS-Power point. Write steps to add graphics and adding Sound & Movie.

Q.4   What is HTML? Explain structure of a home page and elements in HTML document with suitable example.

OR

Describe features of "FRONT PAGE 2000".

Q.5   What is meant by 2D/3D animation? Describe principle & application in multimedia? What are Hardware and Software resources required for animation?

OR

Describe main features of flash.

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