

Paper Code : 21305

F-405

B.C.A. (First Semester)

Examination, 2021-22

(New Course)

Paper-BCA-105-N

Personal Computer Software

Time : Three Hours] [Maximum Marks : 70

Note : Attempt any **five** questions. **All** questions carry equal marks.

1. (a) What is a function in MS-Excel? Explain any four MS-Excel functions.
- (b) What is Paintbrush? Explain any four tools of Paintbrush.
2. (a) Explain header and footer in MS-Word.
- (b) What is 'autoexec.bat' file? Explain its significance.

(1)

P.T.O.

3. Explain the process of booting of a PC. Explain booting from floppy and hard disk drive. Differentiate between warm and cold reboot.
4. (a) Write the steps involved in creating a powerpoint presentation to perform the following tasks:
 - (i) Add a video clip in the PPT file.
 - (ii) Add an MS-Excel sheet in the PPT file.
- (b) How controls are created on the worksheet? Explain the steps in sequence.
5. (a) What is meant by mail merge? What are its advantages?
- (b) Explain the process of formatting a paragraph using MS-Word.

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(2)

6. (a) Explain the process of finding and replacing text in MS-Word document.
(b) Explain the different Components of MS-Word briefly.
7. Explain various directory commands of MS-DOS. Also explain use of wildcards. Give appropriate examples.
8. Explain the followings:
 - (i) Computer virus
 - (ii) FAT
 - (iii) Disk organisation
 - (iv) MBR.

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