

P-482

Total No. of Pages : 2

Seat No.	
-------------	--

B.C.A. (Faculty of Commerce) (Part - I) (Semester - II) (Revised)
Examination, April - 2017
SOFTWARE PACKAGES (Paper - 201)
Sub. Code :59576

Day and Date : Tuesday, 18-04-2017

Total Marks : 80

Time : 3.00 p.m. to 6.00 p.m.

- Instructions :**
- 1) Attempt any 4 questions from Q.1 to Q.7.**
 - 2) Q.8 is Compulsory.**

- Q1) a) Explain the formatting toolbars in MS-word. [8]**
b) Write a procedure to add graphics & effects in MS-PowerPoint. [8]
- Q2) a) Explain software packages in detail. [8]**
b) Give the features of MS-PowerPoint. [8]
- Q3) a) Explain how MS-PowerPoint is useful for any organization? [8]**
b) What is mail-merge? [8]
- Q4) a) Explain entering and editing data in MS-Excel. [8]**
b) What is chart? Explain any one chart with diagram. [8]
- Q5) a) What is animation? Give its use in MS-PowerPoint. [8]**
b) What is word processing? Explain the overview window of MS-Word. [8]
- Q6) a) Give the procedure for printing any word file. [8]**
b) Write steps to create a presentation in MS-PowerPoint. [8]

P.T.O.

Q7) a) Explain in detail entering and editing data in excel.

[8]

b) How to add audio & video effects in MS-PowerPoint.

[8]

Q8) Write short notes on (Any 4):

[16]

a) Charts in MS-Excel.

b) Search & replace.

c) Error checking in MS-Excel.

d) Consolidation in Excel.

e) Arranging objects in MS-PowerPoint.

