Seat No.

B.C.A.(Commerce Faculty)(Part -I) (Semester -II)(Revised) Examination,November - 2016
SOFTWARE PACKAGES(Paper-201)
Sub. Code: 59576

Day and Date : Friday, 11 - 11 - 2016   **Total Marks :80**
Time :10.30 a.m. to 1.30 p.m.

Instructions : 1) Attempt any five questions.
2) Each question carries 16 marks.
3) Figures to the right indicate full marks.

Q1) What is software Packages? Explain types of Software Packages.   **[16]**

Q2) Define MS-Word. Explain in brief the elements of MS- Word window.   **[16]**

Q3) a)   Explain how to set up the page layout in MS-Word.   **[8]**

b)   What is chart? Explain various types of charts used in MS-Excel.   **[8]**

Q4) a)   Explain the steps to insert header, footer and graphs on slides in MS-PowerPoint.   **[8]**

b)   How to sort and filter the data in MS-Excel?   **[8]**

Q5) a)   Explain different features of Ms-Excel.   **[8]**

b)   How to add graphics in MS-PowerPoint?   **[8]**

Q6) a)   Explain how to create table in MS-Word and describe how to format it?   **[8]**

b)   Write a brief note on computation of data in MS-Excel.   **[8]**

Q7) a) Explain various slide layouts used in MS-PowerPoint. [8]

b) Explain various animation and transition effects in the MS-PowerPoint. [8]

Q8) Write a short note on (Any Four). [16]

    a) Clip Arts

    b) Word Art

    c) Mathematical Functions

    d) Presentation Styles in MS-PowerPoint

    e) Cell Formatting

    f) Arranging objects on slide

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